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IDENTIFIERS *Australia

ABSTRACT

These two issues contain abstracts of 127 and 118 documents, respectively, related to the field of technical and further education that are available through the Australian Technical and Further Education (TAFE) Clearinghouse system. These types of materials are included: research reports/technical reports, evaluation studies, curriculum materials of an innovative nature (syllabus documents; student materials, including textbooks; teachers' guides; audiovisual materials; materials for TAFE teacher education; tests), questionnaires, feasibility studies, catalogs of instructional materials, and bibliographies. Each document entry provides this information: TAFE document accession number; state of origin of document; state clearinghouse accession number; author(s); title; publisher, date of publication, and pagination; format; availability (source); price; descriptors; identifiers; and abstract. Subject and author indexes are appended. Representative topics in number 3 are: access to education, adult education, apprenticeships, community education, course evaluation, educational finance, educational needs, educational planning, higher education, literacy, occupational surveys, program evaluation, technical education, trade and industrial education, vocational education, youth employment, and youth programs. Representative topics in number 4 are: access to education, adult education, apprenticeships, Australian aboriginal education, course evaluation, curriculum development, occupational courses, and occupational information. (YLB)

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ED279851

INITIATIVES IN TECHNICAL AND FURTHER EDUCATION

NUMBERS 3 AND 4

NATIONAL TAFE CLEARINGHOUSE

AUSTRALIA

CE 046532

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Office of Educational Research and Improvement
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Initiatives in Technical and Further Education

National TAFE Clearinghouse
Australia

National TAFE Clearinghouse

Australia, May, 1982

ISSN 0159-5008

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D. J. WOOLMAN, Government Printer, South Australia

STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES

Australian Capital Territory TAFE Clearinghouse
Office of A.C.T. Further Education
P.O. Box 826
Woden 2606 (062) 89 7100

New South Wales TAFE Clearinghouse
Department of Technical and Further Education
P.O. Box K638
Haymarket 2000 (02) 219 9365

Northern Territory TAFE Clearinghouse
Department of Education
P.O. Box 4821
Darwin 5794 (089) 80 4469

Queensland TAFE Clearinghouse
Division of TAFE
P.O. Bag 3
South Brisbane 4101 (07) 44 0270

South Australian TAFE Clearinghouse
Department of Technical and Further Education
P.O. Box 2352
Adelaide 5001 (08) 227 4299

Tasmanian TAFE Clearinghouse
Library Services Branch
C/o State Library of Tasmania
91 Murray Street
Hobart 7000 (002) 30 2507

Victorian TAFE Clearinghouse
Technical Education
Education Department
Level 14
Nauru House
80 Collins Street
Melbourne 3000 (03) 651 0694

Western Australian TAFE Clearinghouse
Technical Education
Education Department
36 Parliament Place
West Perth 6005 (09) 321 8445

NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research and Development Ltd.,
296 Payneham Road
Payneham 5070 (08) 42 7905

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INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November, 1978. Six State and two Territory Clearinghouses are linked together by the National TAFE Clearinghouse. These Clearinghouses are responsible for accessing documents and distributing copies of documents in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into a hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also. Thus the Australian TAFE Clearinghouse system provides a unique opportunity for teachers, administrators and researchers to be aware of current happenings in technical and further education.

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initiatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initiatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. lecturers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials (new and amended)
- Tests, questionnaires, etc.
- Feasibility studies
- Catalogues of instructional materials
- Bibliographies

Only completed documents are accepted.

SOME TECHNICAL FEATURES OF THE SYSTEM

Methods of Searching

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AEII data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

ERIC Descriptors and Subject Identifiers

The TAFE information has been accessioned using the following range of terms, all of which are used in the compilation of the subject index:

DESCRIPTORS: ERIC descriptors

and

IDENTIFIERS: (added as necessary)
- AEI subject identifiers
- TAFE subject identifiers

Descriptors

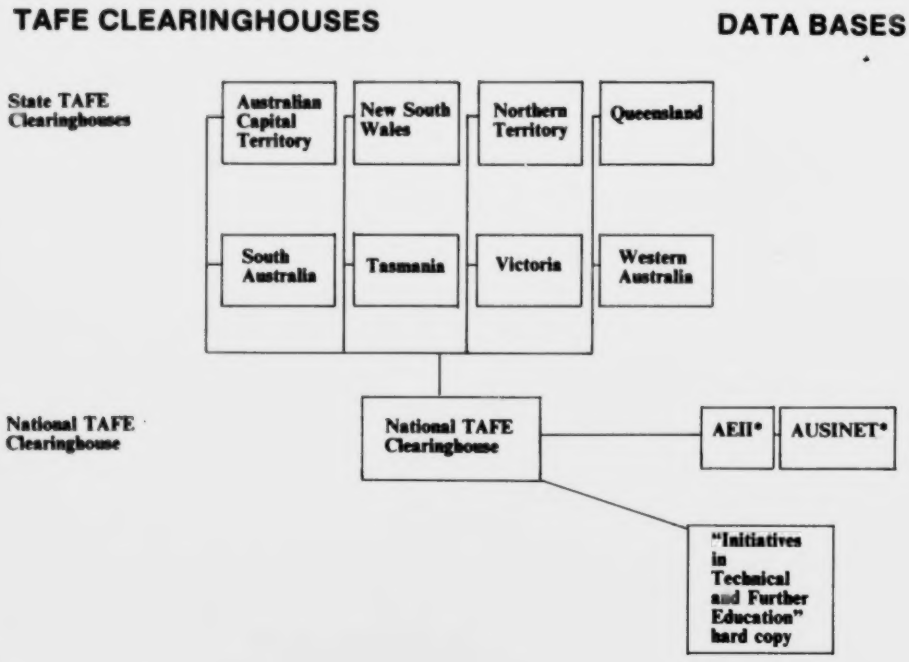
TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Thesaurus of ERIC Descriptors*, which constitutes an authority list of broad, narrow and related terms applied to the field of education. It is sometimes necessary to make some changes so that terms conform to Australian usage. The Australian Council for Educational Research (ACER) continually modifies the list of ERIC descriptors during the formation of the Australian Education Index publications; additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Also, terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the ERIC Thesaurus and for new terms, such as names of specific conferences, which have not previously been used. Both descriptors and identifiers have been used in the compilation of the subject index in this publication.

Network of TAFE Clearinghouses

Below is a diagram which illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.



*Includes TAFE Clearinghouse entries

USERS OF THE SYSTEM

HOW TO CONTRIBUTE

Persons can contribute to the Clearinghouse by filling in a "TAFE Clearinghouse Accession Form" and forwarding it, together with one copy of the submitted document, to the appropriate TAFE Clearinghouse. Accession forms are available from the State or Territory TAFE Clearinghouse. A sample accession form is located in this booklet.

REQUESTS FOR DOCUMENTS

Once a particular document has been located by either an on-line or manual search, requests for documents must be forwarded to the State or Territory from which the document originated. A photo-reduced sample of a document request form is to be found on page xv and a list of addresses of TAFE Clearinghouses is given on page v. Persons wishing to request a document can obtain a document request form from the appropriate State or Territory TAFE Clearinghouse or possibly from a TAFE College. Copies of documents will be supplied to libraries of educational institutions. Students and staff of these institutions should approach the library rather than the Clearinghouse. Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

Search Requests

Some TAFE Clearinghouses are able to offer a reference service whereby searches are made for TAFE documents about nominated topics. As not all Clearinghouses may offer this service, persons interested in having a search conducted would need to enquire about the possibility from the appropriate State or Territory Clearinghouse.

HOW TO USE THIS BOOKLET

Types of Indexes

One can search for particular types of projects by using the following indexes:

- broad subject category index
- author index
- subject index

The last index contains ERIC descriptors and AEI and TAFE subject identifiers mentioned on pages ix and x of the introduction.

Broad Subject Category

This index consists of a number of broad subject categories under which are grouped documents belonging to the particular categories. For example, under the heading "Curriculum Subjects—Vocational and Professional" will be found one or more accession numbers of documents having subject matter which is encompassed by the Broad Subject Category.

Example

Curriculum Subjects—Vocational and Professional

TD1	TD7
TD3	TD19
TD4	

Having found the accession number(s) of the document(s) in which you are interested, turn to the Document Entry section which begins on page 1. Here you will find details of each item. Documents in the Document Entry section are listed in accession number order. A sample of a document entry and an explanation of terms appears on page xii.

Author Index

Consult this index if you know the name of the author of the document you are seeking.

Example

Hocking H—TD 198

The accession number directs you to item 198 in the Document Entry section.

Subject Index

If you know the subject matter of the project for which you are searching, or if you wish to learn which items are available on a subject in which you are interested, look under the name of the subject in the Subject Index. Subjects in this index are arranged in alphabetical order. Each entry consists of the accession number of a document.

Example

Postsecondary Education

TD309	TD341
TD337	

The accession numbers 309, 337 and 341 enable you to turn to the relevant entry in the Document Entry section, where the items are listed in accession number order.

SAMPLE OF A DOCUMENT ENTRY

TD 1
State Clearinghouse: NSW 1-1
Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 80p.

Access: Hard Copy
Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; Postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarizes the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

EXPLANATION OF TERMS

TD—stands for "TAFE document."

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse.

Source for obtaining document—These letters specify the particular State or Territory Clearinghouse (in this instance, NSW stands for New South Wales).

State Clearinghouse Accession Number

Author(s)

Title

Publisher, date of publication and pagination.

Access—This specifies the type of copy available:
"M-fiche" means microfiche,
"Hard Copy" means paper copy, and
"Interlib" means inter-library loan.*

Price—The information listed is either:
"Actual Price",**
"Available on Request",
or "Free".

Descriptors—These are subject terms which characterize substantive content. They are assigned from the *Thesaurus of ERIC Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the ERIC Thesaurus. Identifiers are assigned by State and National TAFE Clearinghouses and by AEI. The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarizes the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

**This is a statement of cost at date of publication.

SAMPLE OF A TAFE CLEARINGHOUSE ACCESSION FORM (PHOTO-REDUCED)

Persons can contribute to the TAFE Clearinghouse System by forwarding a completed accession form, together with one copy of their document, to the appropriate State or Territory TAFE Clearinghouse. Forms are available from the State or Territory TAFE Clearinghouses or, in many cases from TAFE Colleges. Below and on the next page is a photo-reduced sample of the accession form.

T.A.F.E. CLEARINGHOUSE ACCESSION FORM

HOW TO FILL IN FORM:
- COMPLETE SECTION A ONLY
- PLEASE WRITE IN CURSIVE FORM (Do not Print)
- ONLY FILL IN CATEGORIES MARKED ☑
- CONTACT STATE CLEARINGHOUSE IF HELP IS NEEDED
- FORWARD FORM TO STATE CLEARINGHOUSE

STATE CLEARINGHOUSE ADDRESS

SECTION A (TO BE COMPLETED BY THE AUTHOR BY WRITING IN CURSIVE FORM IN CATEGORIES MARKED ☑)

SUBJECT CATEGORY		002	
TITLE	☑	004	
PUBLICATION DATE	☑	006	
AUTHOR(S) SURNAME FIRST, FOLLOWED BY GIVEN NAMES IN FULL	☑	202	
CORPORATE AUTHOR		203	
INSTITUTION (PUBLISHER) NAME AND ADDRESS	☑	204	
PLACE OF PUBLICATION	☑	206	
SERIES (E.G. DISCUSSION PAPER NO.3)	☑	207	
PUBLICATION TYPE		300	
ABSTRACT/BRIEF DESCRIPTION UP TO 150 WORDS INCLUDE PURPOSE, TYPE OF STUDY, RESEARCH SAMPLE, SOURCE, TREATMENT AND PRESENTATION OF DATA, FINDINGS, CONCLUSIONS, SPECIAL FEATURES	☑	400	
AUTHOR'S SUGGESTIONS FOR KEY WORDS (E.G. SUBJECTS, PLACES, NAMES)	☑		
NO. OF PAGES (OR NOTES)	☑	580	
CONTACT PERSON NAME, POSITION, TELEPHONE NO.	☑		
STAGE OF DEVELOPMENT TICK ONE BOX	☑	PROJECTS IN PROGRESS / COMPLETED	ACTUAL OR PLANNED YEAR OF COMPLETION
ANY OTHER COMMENTS (E.G. PROJECT ONGOING, REGISTERED IN OVERSEAS INVENTORY)	☑		

OFFICE USE ONLY

SECTION B (TO BE COMPLETED BY THE STATE CLEARINGHOUSE OFFICER)

ISBN	597							ISSN			
AVAILABILITY OF DOCUMENT ADDRESS											
STATE ACCESSION NO.								CALL NO.			
ACCESS TO DOCUMENT		HARD COPY		MICROFICHE		INTERLIBRARY LOAN					
PRICE FILL IN ONE BOX	598	ACTUAL WRITE COST		AVAILABLE ON REQUEST		NIL WRITE NIL					
DESCRIPTORS											
SUBJECT IDENTIFIERS											
NAME IDENTIFIERS											
ANY OTHER COMMENTS E.G. ASSOCIATED MATERIALS											

SECTION C (TO BE COMPLETED BY THE NATIONAL CLEARINGHOUSE OFFICER)

ACCESSION NO.		
DESCRIPTORS (ERIC)	602	
SUBJECT IDENTIFIERS	604	
NAME IDENTIFIERS	605	

SECTION D

DATE	BASE	NAME	AEII	DOCUMENT NO.	INPUT ID 090

ADDRESS OF NATIONAL CLEARINGHOUSE OFFICER:

TAFE NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT LTD.
296 PAYNEHAM ROAD
PAYNEHAM
SOUTH AUSTRALIA 5070

TELEPHONE (08) 42 7905

SAMPLE OF A DOCUMENT REQUEST FORM (PHOTO-REDUCED)

Document request forms are available from State and Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges. Below is a photo-reduced sample of the request form to be completed by persons requiring a copy of an accessioned document.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

All persons requesting copies of document(s) accessioned into the TAFE Clearinghouse System are asked to complete this form and forward it to the relevant State or Territory TAFE Clearinghouse.

REQUEST BY ..... DATE .....

POSITION .....

ADDRESS .....

..... POSTCODE .....

..... TELEPHONE .....

TITLE OF DOCUMENT .....

.....

ACCESSION NO. .....

PUBLISHER .....

.....

DATE OF PUBLICATION .....

OTHER COMMENTS:

If you are a student or a member of the staff of an educational institution please name the institution.

BROAD SUBJECT CATEGORY INDEX

Each document entry is uniquely classified under one broad subject category. Document entries are also classified using a subject index. This enables users to narrow down their search to a more limited range of documents.

- **Curriculum**
  TD 357 TD 481

- **Curriculum Subjects**
  —Basic
  TD 361 TD 406
  TD 389

  —Vocational and Professional
  TD 355 TD 409
  TD 356 TD 410
  TD 360 TD 412
  TD 362 TD 415
  TD 364 TD 416
  TD 365 TD 417
  TD 379 TD 421
  TD 380 TD 422
  TD 383 TD 424
  TD 384 TD 430
  TD 396 TD 437
  TD 399 TD 440
  TD 400 TD 449
  TD 402 TD 467
  TD 403 TD 470
  TD 404 TD 471
  TD 405 TD 473
  TD 407 TD 479
  TD 408

- **Education Facilities**
  TD 395

- **Educational History**
  TD 377

- **Educational Management**
  TD 428

- **Educational Philosophy, Policy and Development**
  TD 477

- **Education Planning and Administration**
  TD 367 TD 429
  TD 370 TD 431
  TD 374 TD 432
  TD 376 TD 447
  TD 378 TD 448
  TD 385 TD 457
  TD 387 TD 458
  TD 390 TD 459
  TD 420 TD 460

- **Educational Psychology**
  TD 369

- **Educational Research**
  TD 382 TD 469
  TD 441

  —Comparative Education
  TD 358

- **Educational Systems and Institutions**
  TD 366

  —Adult Education
  TD 386 TD 439
  TD 388 TD 442
  TD 425 TD 444
  TD 434 TD 454

  —Continuing, Community and Mass Education
  TD 371 TD 398
  TD 372 TD 423
  TD 394 TD 461

  —Education of Specific Categories of Students
  TD 359 TD 450
  TD 368 TD 452
  TD 373 TD 453
  TD 381 TD 456
  TD 414 TD 462
  TD 418 TD 463
  TD 419 TD 464
  TD 435 TD 466
  TD 445 TD 478

  —Out-of-School Education
  TD 392

- **Library and Information Services**
  TD 375 TD 474
  TD 427 TD 475
  TD 433 TD 476
  TD 446 TD 480

- **Students**
  TD 363 TD 451
  TD 401 TD 455
  TD 411 TD 465
  TD 438 TD 472

- **Teaching**
  TD 413 TD 443
  TD 426 TD 469

- **Teaching Materials and Equipment**
  TD 393 TD 397

- **Teaching Profession**
  TD 391 TD 436

DOCUMENT ENTRIES

TD 355
State Clearinghouse: VIC 3.1

Russell R
Aboriginal programs 1980: validation of preapprenticeship carpentry and joinery program, Geelong: an evaluation. Victoria, Melbourne: Education Dept, Planning Services, 1981, 133p.
ISBN 0 7241 3657 6

Access: Mfiche

Price: Free

Descriptors: Woodworking; Course Evaluation; Program Validation; Office Occupations Education; Prevocational Education; Auto Mechanics

Identifiers: Carpentry and Joinery

Abstract: This report represents a case study approach to evaluation which involves a certain amount of participant observation. As a result, the author has become aware of the plight of Aboriginals in establishing a life style in a white - dominated society.

The follow up study of the Aboriginal students who participated in the Carpentry and Joinery project at Gordon Technical College highlights the need for a greater emphasis on transition between each society, as well as the transition from school to work and the need for adequate support systems.

TD 356
State Clearinghouse: VIC 3.2

Leary F J
A survey of the post apprentice needs of the building (construction) industry. Victoria, Melbourne: Education Dept, Planning Services, 1981, 29p.
ISBN 0 7241 3545 6

Access: Hard Copy

Price: Free

Descriptors: Building Trades; Adult Education; Course Evaluation; Occupational Surveys; Course Objectives

Identifiers: Post Apprenticeships

Abstract: The objectives of this survey were:

(i) to investigate the effects of changing technology in the building industry on the post apprenticeship training courses offered in Victorian technical schools and colleges.

(ii) to investigate current courses to determine: (a) their relevance (b) their degree of duplicated subject content within subjects of various courses.

(iii) to determine type and length of training.

It is concluded that the emphasis of training programmes should be on relevance, with the facility to retrain at a later date as technology changes.

TD 357
State Clearinghouse: VIC 3.3

Victoria. Education Dept. TAFE Services
National Seminar on TAFE Curriculum Delivery Systems, Melbourne May 5-7 1980. Victoria, Melbourne: Education Dept, Planning Services, 1980, 373p.

Access: Mfiche Hard Copy

Price: $10.00 (Hardcopy); Free (Mfiche)

Descriptors: Curriculum Development; Educational Needs; Curriculum Evaluation; Educational Demand

Identifiers: Interstate Cooperation

Abstract: This document brings together material presented at the first National Seminar on TAFE Curriculum Delivery Systems. It contains most of the speeches given, and the issues raised.

The seminar was an example of high level cooperation between Australia's Education and Further Education Departments, and it was obvious to all delegates that much could be gained by further and regular contacts of this nature.

Besides containing very valuable information on how the various TAFE organisations have structured their curriculum systems, readers will find a highlight in Myer Kangan's refreshing and thought provoking speech.

TD 358
State Clearinghouse: VIC 3.4

den Brinker P
Vocational education in TAFE; a comparative approach. Melbourne: Footscray Technical College, 1981, 61p.

Access: Mfiche

Price: Free

Descriptors: Technical Education; Trade and Industrial Education; Apprenticeships; Skilled Occupations

Identifiers: Accelerated Training; Block Release

Abstract: This paper looks at vocational education in TAFE using comparative methodology. Included are the professional,

paraprofessional, trades and other skilled streams. The States and Territories of Australia are the sample used for comparison.

Three themes are pursued. The first one consists of the systemization of data for the four vocational streams, the second is the analysis of the occupational mix and the third theme considers the determinants of expenditure in TAFE.

TD 359
State Clearinghouse: VIC 3.5

Humphries R
Language and learning: physical and psychological factors affecting the learning of recent immigrants in an English speaking classroom. Box Hill Vic: Whitehorse Technical College, 1981, 31p.

Access: Hard Copy

Price: $5.00

Descriptors: English (Second Language); Migrant Education; Listening Comprehension; Classroom Communication

Abstract: This paper is part of research done during the author's current postgraduate studies. It indicates some of the difficulties faced by non English speaking students in Australian classrooms. These difficulties are placed in the context of a memory model hypothesis and are examined in the light of the argument that listening is an active rather than a passive activity.

Two hundred minutes of the tape recorded language of three not atypical teachers is analysed. They are speaking to immigrant students undergoing a bridging course in English as a second language before entering mainstream education. Sample tapescripts are included.

Certain recommendations are made for the modification of teachers' language in classrooms, it being concluded that in many cases there is minimal understanding of teachers' utterances.

TD 360
State Clearinghouse: VIC 3.6

King E A; Litherland R; Mackenzie B
Vocational survey: a study of the bricklaying trade in Victoria. Victoria, Melbourne: Education Dept, Planning Services, 1981, 88p. ISBN 0 7241 3593 6

Access: Mfiche

Price: Free

Descriptors: Bricklaying; Curriculum Development; Occupational Surveys; Educational Assessment

Abstract: The purpose of this survey was to examine the tasks performed by persons engaged in the bricklaying trade, in order to ascertain the adequacy of the Bricklaying Trade Course syllabus.

The data were obtained by circulating two hundred and forty questionnaires to tradesmen throughout the State. This represented approximately 4% of the bricklaying population in the State. The distribution was one hundred and sixty for the metropolitan area and eighty for the country areas. Of the number, two hundred and twenty eight people responded.

Conclusions and recommendations are based on information obtained from these returns.

TD 361
State Clearinghouse: VIC 3.7

Learmont J; Ryan A; Ausburn L
Reading ability and skills in analyzing visuals. Hawthorn Vic: Swinburne Technical College, 1980, 17p.

Access: Mfiche

Price: Free

Series: (Apprentices and Literacy No. 3)

Descriptors: Literacy; Visual Literacy; Visual Learning; Reading Comprehension

Abstract: Educators often assume that while learners vary in verbal literacy levels, all have approximately equal abilities and skills in analyzing visual instructional materials. This study investigates that assumption by examining relationships between verbal and visual literacy; that is, between level of verbal comprehension and skills in analyzing visual stimuli.

The subjects for the study were a group of forty first year trade apprentices from four trade areas. Standard testing instruments were used to measure reading levels and visual skills. Subjects with high and low reading ages were given a group of three tests measuring specific visual analysis skills. It was found that learners with poor verbal comprehension also tended to have less skill in analyzing complex visuals.

Recommendations are made in the report for designing and using instructional visuals so as to assist learners with lower levels of visual literacy.

TD 362
State Clearinghouse: VIC 3.8

Wood C; Hopkinson E
Hospitality and retail food industry, Victoria 1980. Melbourne: William Angliss College, 1980, 142p.

Access: Mfiche

Price: Free

Descriptors: Tourism; Food Service Industry; Regional Planning; Occupational Surveys

Abstract: This study was undertaken to determine the extent of the hospitality and retail food industry in Victoria as at December 1980. Findings of the study enabled the authors to make recommendations regarding future training facility needs to serve that industry. The majority of statistical data was obtained by a questionnaire mailed to all health surveyors in Victoria. The report is therefore not a sample of the industry.

Conclusions and recommendations were made on the basis of tourism regions in Victoria which closely resemble the current TAFE regions.

TD 363
State Clearinghouse: VIC 3.9

Hannan R; Learmont J
Relationships among apprentices' backgrounds, literacy levels and numeracy skills. Hawthorn Vic: Swinburne Technical College, 1980, 66p.

Access: Mfiche

Price: Free

Series: (Apprentices and Literacy No. 4)

Descriptors: Learning Problems; Literacy; Socioeconomic Background; Educational Background; Apprenticeships

Identifiers: Numeracy

Abstract: This is a study of first year trade apprentices from four trade areas over a three year period. Its purpose is to investigate relationships among apprentices' socioeconomic and educational backgrounds, literacy levels, and numeracy skills. The report presents descriptive background profiles and literacy / numeracy data for apprentices, both overall and by individual trades for comparison.

The report also statistically documents relationships between literacy level and numeracy level, and between those and several background variables. A background profile is presented for the apprentice who is most typically at risk in terms of the literacy and numeracy skills required to successfully complete a trade course. Recommendations are made for further research.

TD 364
State Clearinghouse: VIC 3.10

Hassold B; Foster G
Child care studies occupational analysis. Victoria, Melbourne: Education Dept, TAFE Services, 1981, 80p.
ISBN 0 7241 3585 5

Access: Mfiche

Price: Free

Descriptors: Child Caregivers; Job Analysis; Course Evaluation

Abstract: This report details the results of surveys undertaken in order to review the Certificate of Applied Social Science (Child Care Studies).

Child care workers and directors of child care organisations were surveyed. Data were collected in two categories, with the following aims:

(a) to form an occupational analysis of the job, and

(b) to determine attitudes toward the course.

The majority of child care workers sampled were graduates of the Certificate course, the remainder being traditionally trained mothercraft nurses. Data were collected by means of questionnaires, interviews and expert panel analysis.

The report contains a summary of data collected and recommendations for review of the course.

TD 365
State Clearinghouse: VIC 3.11

Mitchell I
TAFE staff development report: vocational agricultural education. Victoria, Melbourne: Education Dept, Planning Services, 1980, 29p.

Access: Mfiche

Price: Free

Descriptors: Agricultural Education; Vocational Education; Staff Development; Teachers

Abstract: This report records the observations, discussions and ideas generated as a result of the author's attendance at the 12th International Course on Vocational Agricultural Education and Training. The author visited Holland and the United Kingdom after the course to pursue further some of the ideas raised at the course, and to investigate educational innovations in these countries.

The innovations of greatest interest are considered to be the practical skills training schools in Holland, the National Proficiency Test Scheme, and the procedures for providing agricultural education developed by the Agricultural Training Board in England. Although not all of these have been recommended, they do provide good models for adaptation in Victoria and thus should be considered carefully.

TD 366
State Clearinghouse: VIC 3.12

Turner J L; Beanland G H

TAFE and industry: together into the 80's. Ballarat Vic: School of Mines and Industries Ballarat, 1980, 28p.

Access: Mfiche

Price: Free

Descriptors: Vocational Education; Trade and Industrial Education; Access To Education; Change Strategies

Identifiers: School of Mines and Industries Ballarat

Abstract: The substance of this paper is that TAFE must integrate into the economics and social life of its service district if it is to acquire credibility as a vocational educational and training service.

It is proposed that implications for the future involve the community as a partner in training. Social and economic changes imply that a systems change will be needed for TAFE organization, as well as consideration of a new order of skills for a changing workforce.

TD 367
State Clearinghouse: VIC 3.13

Roach D
Technical and further education in 1985: TAFE Western District. Warrnambool Vic: Warrnambool Institute of Advanced Education, 1980, 34p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Regional Planning; Regional Programs; Technical Education; Vocational Education; Education Needs

Abstract: This report is designed to give some regional overview for the conduct of TAFE programs in 1985. Research has been undertaken and evidence is supplied to give some insight into possible realities that will be faced.

The starting point revolves around an analysis of the population. On the basis of this, projections are made regarding possible enrolments on both a regional basis and at each providing centre.

A possible structure for the best conduct of these programs is implied. Suggestions are also made regarding possible ways of best serving the region.

TD 368
State Clearinghouse: VIC 3.14

Braddy J; Greenspan K
An evaluation of aboriginal programs at Watsonia Technical School, Northcote Technical School, Collingwood Technical College, 1979. Victoria, Melbourne: Education Dept, Planning Services, 1980, 9p.
ISBN 0 7241 2921 9

Access: Mfiche

Price: Free

Descriptors: Course Evaluation; Prevocational Education; Office Occupations Education; Auto Mechanics

Abstract: This report is the result of three meetings held with staff and students involved in Aboriginal programs run in conjunction with Department of Employment and Youth Affairs and TAFE during 1979.

The programs included an Industrial Skills course at Northcote Technical School and a Secretarial and Office Procedures course at Collingwood Technical College.

The report looks at the three programs separately and then makes general recommendations for future Aboriginal programs to be operated at TAFE institutions.

TD 369
State Clearinghouse: VIC 3.15

Crudden P
Transitional stages in education today. Victoria, Melbourne: Education Dept, Planning Services, 1980, 21p.
ISBN 0 7241 3008X

Access: Hard Copy

Price: Free

Descriptors: Education Work Relationship; Career Guidance; Employment Opportunities

Identifiers: School To Work Transition; Transition Education

Abstract: Transition from school to adult life presents a range of challenges to young people over an extended period of time. In meeting these challenges they depend on support and understanding from both the school and the wider community.

This discussion document identifies some of the issues in transition education, and specifies planning and action steps required to ensure the cooperation of school and community in facing those issues.

TD 370
State Clearinghouse: ACT 3.1

Australia. Dept of Education
A strategy plan for the development of further education facilities in the ACT (revised edition). Canberra: 1981, 74p.

Access: Mfiche

Price: Free

Descriptors: Construction Programs; Educational Facilities Planning; Educational Policy; Educational Needs

Abstract: The plan considers the needs of existing and proposed TAFE colleges and identifies priority areas for building programs through the 1980's. The prime consideration is that the TAFE needs of the ACT region, during 1980-1990, should be met by at least three multi - disciplinary, multilevel institutions at Canberra, Bruce, and Woden.

While the report contains recommendations, it makes no attempt to resolve or advise on the implementation of these recommendations, but rather identifies options and highlights the need for more detailed investigation in a time scale to provide TAFE facilities and training according to demand. The plan was updated in early 1981 to take account of various changes that have occurred since the plan was first published.

TD 371
State Clearinghouse: ACT 3.2

Godfrey-Smith A
Seventy suburbs in search of a community. Canberra: Canberra College of Technical and Further Education, 1981, 54p.

Access: Mfiche

Price: Free

Descriptors: Community Education; Educational Needs; Program Evaluation

Abstract: A research report, commissioned by the Canberra College of Technical and Further Education, into the community education needs of the local community.

The report has a series of recommendations that have been acted upon by the College in implementing its Community Education programme. A second report is being completed (1981).

TD 372
State Clearinghouse: ACT 3.3

Godfrey-Smith A
Report on a Community Education Seminar held Friday 29 May 1981. Canberra: Canberra College of Technical and Further Education, 1981, 28p.

Access: Mfiche

Price: Free

Descriptors: Community Education; Adult Education; Educational Planning

Abstract: A report on the findings of sixty people from a number of interest areas who met to discuss how Community Education can best meet the needs of the community.

The report examines the following:

(1) At which groups should community education be directed?

(2) Community education and use of the teacher;

(3) Problems encountered in carrying out community education;

(4) Factors seen as necessary/desirable for the development of community education in the Australian Capital Territory.

TD 373
State Clearinghouse: ACT 3.4

Godfrey-Smith A
The development of education programs for long term unemployed youth (15 to 25 years). Australia, Canberra: Dept of Education, 1981, 21p.
ISBN 0 642 8939 9

Access: Mfiche

Price: Free

Series: (Office of ACT Further Education. Occasional Paper No. 8)

Descriptors: Unemployment; Young Adults; Youth Programs; Program Development

Identifiers: School To Work Program; Transition Program

Abstract: The document reports the findings of a feasibility study on the development of a pilot program for the education of the long-term unemployed young people in the ACT. The study was funded under the Transition from School to Work program.

TD 374
State Clearinghouse: ACT 3.5

McConchie E M; Pascoe-Webb R J
Intersectoral education planning: two papers. Australia, Canberra: Office of ACT Further Education, 1981, 34p.
ISBN 0 642 8930 5

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Educational Cooperation; Educational Policy

Identifiers: Intersectoral Education

Abstract: The paper contains copies of two addresses given at a conference on intersectoral education planning in the Australian Capital Territory in February 1981.

The first address, given by E. M. McConchie, Deputy Director of the Office of ACT Further Education, is entitled 'Review of the present situation: technical and further education in the ACT'. It covers the responsibilities and activities of the ACT TAFE system and the current and likely future relationship between general and vocational education.

The second address, given by R. J. Pascoe-Webb of the National Capital Development Commission, is entitled 'The demographic, social and economic context of intersectoral education planning'. In this address Mr Pascoe-Webb looks at the background of some of the main planning factors in Canberra's demographic, social and economic areas of interest to educational planners.

TD 375
State Clearinghouse: ACT 3.6

Australia. Office of ACT Further Education
Guidelines for the provision of TAFE libraries and resource centres. Canberra: 1981, 31p.
ISBN 0 6428 9622 4

Access: Mfiche

Price: Free

Series: (Occasional paper No. 10)

Descriptors: Library Planning; Library Facilities; Learning Resource Centres; Educational Facilities Planning

Abstract: This paper examines the provision of library resources in TAFE in Australia. It is based on an information/reference paper prepared by the Office of ACT Further Education for the TAFE Building Officers Group in November 1980.

The paper examines the interim guidelines for the development of TAFE library/resource centres, as provided in the Kangan Report, planning for the establishment and development of such centres for TAFE throughout Australia. Published literature relevant to the subject is reviewed as well.

TD 376
State Clearinghouse: ACT 3.7

Australia. Tertiary Education Commission
Report for 1979-81 triennium, volume 4: recommendations for 1981. Canberra: 1980, 188p.

Access: Interlib

Price: Free

Descriptors: Educational Planning; Educational Finance; Higher Education; Grants

Identifiers: Universities Council; Advanced Education Council; Technical and Further Education Council

Abstract: This report contains the Commission's recommendations for capital and equipment grants for universities and colleges of advanced education, and capital and recurrent grants for technical and further education institutions for 1981. The recommendations are in accordance with the Government's Guidelines for Education Commissions 1981, which are reproduced as Appendix A.

The recommendations of the Universities Council, the Advanced Education Council and the Technical and Further Education Council, which were taken into account by the Commission in formulating its own recommendations, are reproduced in the report.

The Commission recommends capital grants of $91.5m and recurrent grants of $61.8m for TAFE in 1981. The grants are expressed in estimated December (and estimated December quarter) 1979 cost levels.

TD 377
State Clearinghouse: ACT 3.8

White M A
A study of institutional response to community demand for post school education in Western Australia. Australia, Canberra: Technical and Further Education Commission, 1980, 523p.

Access: Mfiche

Price: Free

Series: (Research Report No. 18)

Descriptors: Postsecondary Education; Institutional Role; Educational Demand; Educational Policy; Educational History

Identifiers: Postschool Education

Abstract: The purpose of this study was to examine the response of institutions to community demand for post school education in Western Australia from an historical perspective, with a view to clarifying current policies and potential in the area.

Chapters are arranged around broadly definable stages in the development of post school education and community demand, extending for the establishment of post school education in Western Australia during the nineteenth century through to the present time. The final chapter compares and contrasts the current educational context with that of previous periods.

The author considers that much is to be learned from the depression years of the 1930s. Among other things, he argues that the curriculum must strike a balance between courses with wide cultural objectives and those with a more specific vocational orientation, and that recurrent education will become increasingly important in years to come as general education credentials required prior to employment rise.

TD 378
State Clearinghouse: SA 3.1

Joint Committee on Training Needs in the Green Triangle Region
Report of the Joint Committee on Training Needs in the Green Triangle Region of South

West Victoria and South East South Australia. South Australia, Adelaide: Dept of Technical and Further Education; Victoria, Education Dept, Div of Technical Education, 1981, 224p. Chairman: E J Roughana.

Access: Mfiche

Price: Free

Descriptors: Training; Needs Assessment; Regional Characteristics; Regional Programs

Identifiers: Green Triangle Region

Abstract: A committee comprised of representatives from both South Australia and Victoria examined the need to rationalise the provision of technical education in streams 1-4 in the South West of Victoria and the South East of South Australia.

The present training programmes and training needs of the agriculture, fishing, timber and wood processing, road transport, hospitality and tourism industries have been investigated. The provision of higher education and computing facilities at the TAFE colleges has been examined also.

Recommendations have been made concerning the provision of new training programmes in the region, using present and new facilities. Measures to ensure intraregional cooperation of colleges to allow maximum flexibility in the transfer of qualifications and students across administrative boundaries have also been recommended.

TD 379
State Clearinghouse: SA 3.2

Kuhl D H; Trethewey C
Evaluation of the pilot Certificate in Farm Practice course. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 206p.
ISBN 0 7243 9158 4

Access: Mfiche

Price: Free

Descriptors: Agricultural Education; Training; Educational Needs

Abstract: The pilot Certificate in Farm Practice course (formerly On Farm Training Scheme) was developed in response to a need for postsecondary agricultural education expressed by farmers throughout Eyre Peninsula, South Australia. The pilot course was conducted over an eighteen month period. It incorporated four sessions of training within educational institutions, on farm training supervised by master farmers and a series of projects and field days.

Many organizations contributed to the planning, implementation and evaluation of the scheme. The Commonwealth Government also lent support in the form of a trainee subsidy to master (or trainer) farmers.

The particular aspects evaluated were: farm practice education and training needs; characteristics of farmers, farms and trainers; the teaching programme; trainee assessment; master farmer, lecturer and trainee involvement.

The Evaluation Committee considered that the scheme was effective in meeting the training needs of the farming community and in increasing trainee competence in farm practices. Further courses on Eyre Peninsula and the presentation of programmes in other agricultural regions were recommended.

TD 380
State Clearinghouse: SA 3.3

Kuhl D H (ed)
Curriculum materials for the pilot Certificate in Farm Practice course, 1978-79. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 226p.
ISBN 0 7243 9159 2

Access: Mfiche

Price: Free

Descriptors: Curriculum Guides; Supervised Farm Practice; Agricultural Education

Abstract: The materials contained in this document were developed by lecturing staff employed by the Dept of Technical and Further Education in South Australia. Each document item was tried and tested during the piloting of the Farm Practice Certificate course at Eyre Peninsula Community College during 1978-79. General oversight of the materials development process was provided by a specially formed Course Development Committee. The membership ranged widely, including lecturing staff, local farmers, the United Farmers and Stockowners Association and other Government departments.

The pilot course was extensively evaluated and a report of this evaluation study is contained in another document, Evaluation of the pilot Certificate in Farm Practice course. The publication of both documents provides a record of a comprehensive set of curriculum research, planning and development activities.

TD 381
State Clearinghouse: SA 3.4

Blesing R F
Adult migrant education. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 57p.
ISBN 0 7243 9149 5

Access: Mfiche

Price: Free

Series: (Occasional Paper No.7)

Descriptors: Adult Migrant Education; Ethnic Groups; English (Second Language); Second Language Programs

Abstract: This paper includes descriptions of programmes currently offered within the Dept of Technical and Further Education, either specifically for adult migrants or directly relevant to the multicultural society. Special problems associated with learning English whilst facing social and cultural adjustment are examined.

The paper refers to the need for more research into the needs of adult migrants and to the need for a coherent policy with regard to migrant and multicultural education.

TD 382
State Clearinghouse: SA 3.5

Australian Association for Research in Education
Youth, schooling and unemployment: papers presented at the Australian Association for Research in Education Conference, 6-9 November 1980; Parts A and B. Armidale NSW: 1980, 550p.

Access: Mfiche

Price: Free

Descriptors: Educational Research; Youth; Adolescents; Secondary Education

Abstract: The full text of 58 papers presented at the 1980 AARE Annual Conference is contained in these volumes. More than half of the papers are related to the main theme of the Conference - "Youth, schooling and unemployment", with the remainder covering a wide range of topics.

As well, microfiche copies of the Proceedings of the 1979 Annual Conference of the Association are available from the South Australian TAFE Clearinghouse. The 1979 Conference featured presentations in five main areas: research on teaching; multicultural education; recurrent education; technical and further education; and effects of social change. Several papers on learning, on learners, and on measurement and evaluation procedures are included also in the Proceedings of the 1979 Conference.

TD 383
State Clearinghouse: SA 3.6

Saw Doctor Working Party
Saw doctor training in South Australia: curriculum investigation and proposal; curriculum guide. South Australia, Adelaide: Dept of Technical and Further Education, 1980, 83p.

Access: Mfiche

Price: Free

Descriptors: Job Training; Curriculum

Identifiers: Saw Doctors

Abstract: This is an examination of the role of saw doctors in green mill and resource operations in South Australian industry. The study led to a revision of the saw doctor trade course and the development of a new curriculum. The curriculum reflects a change in emphasis away from wood as a material to engineering as a process.

TD 384
State Clearinghouse: SA 3.7

Kuhl D H; Kinnear D H
Investigation of link courses in South Australia, 1978-79 programme. South Australia, Adelaide: Dept of Technical and Further Education, 1980, 117p.
ISBN 0 7243 9157 6

Access: Mfiche

Price: Free

Descriptors: Careers; Youth Programs; Work Experience

Identifiers: Link Courses

Abstract: Link courses are courses of study which involve students and/or staff of two or more institutions and are recognized by both institutions as an integral part of their total curriculum programme.

In South Australia, most link courses involved secondary students studying in colleges of further education. This study examines the 1978-79 link course programme in particular and some contextual issues as well.

Major findings arising from student, secondary school teacher and college of further education lecturer respondents are:

(1) students expected to learn work related skills and in practice did so;

(2) it was generally considered that students should learn about two or more occupations;

(3) contact between schools and colleges of further education was limited to informal discussion;

(4) guidance given to students was inadequate;

(5) students favoured attending further classes.

Four kinds of link courses were identified. Twelve recommendations were submitted. Action since taken is also reported.

TD 385
State Clearinghouse: ACT 3.9

ACT School to Work Transition Program Coordinating Committee
First report of the ACT School to Work

Transition Program Co-ordinating Committee. Australia, Canberra: Dept of Education, 1981, 39p.

Access: Mfiche

Price: Free

Descriptors: Articulation (education); Secondary Education; Postsecondary Education

Identifiers: Transition From School To Work Program

Abstract: This report is the first annual report of the ACT School to Work Transition Program Co-ordinating Committee. It is based on separate reports prepared by the ACT Schools Authority, the Office of ACT Further Education and the Catholic Education Office.

The report outlines the objectives and nature of the 1980 Transition Program in the ACT and presents a summary of each of the projects funded under the program. It is concluded that, while some difficulties were encountered, the first year of the program established a satisfactory foundation on which future projects could be based.

The Committee intends to report annually during the five years of the program.

TD 386
State Clearinghouse: ACT 3.10

Foster S; Byrne M
A study of tutor competence in an adult literacy project. Australia, Canberra: Technical and Further Education Commission, 1979, 48p.

Access: Mfiche

Price: Free

Series: (Research Report No. 19A)

Descriptors: Tutors; Competence; Literacy; Adult Reading Programs; Competency Based Teacher Education

Abstract: The aims of this report were to follow up the previous study of the volunteer literacy project; to tap student opinion on the project; to study the efficacy of using information resulting from surveys to close gaps in an initial course for volunteer tutors; to investigate the need for transition courses for qualified teachers who enter an adult literacy scheme, and to examine tutor drop-out figures and initial training programs to see if a relationship is involved.

It was found that both tutors and students viewed the program as achieving its objectives, although there were differential perceptions as to the extent of achievement. The differences seemed to reflect the experience and understanding of the tutoring situation and its difficulties by the different groups.

TD 387
State Clearinghouse: ACT 3.11

Australia. Tertiary Education Commission
Report for 1979-81 triennium, volume 3: recommendations for 1980. Canberra: 1979, 132p.

Access: Interlib

Price: Free

Descriptors: Educational Planning; Educational Finance, Higher Education; Grants

Identifiers: Triennial Reports; Recurrent Grants; Universities; Colleges of Advanced Education

Abstract: This report contains the Commission's recommendations for capital and equipment grants for universities and colleges of advanced education, and capital and recurrent grants for technical and further education institutions for 1980. (Recurrent grants for universities and colleges of advanced education had already been approved by the Government, in line with the decision to return to fixed triennial funding for these grants.) The recommendations accord with the Government's Guidelines for Education Commissions, 1980-82, which are reproduced as Appendix D. Recommendations on grants for the Northern Territory are also included.

The recommendations of the Universities Council, the Advanced Education Council and the Technical and Further Education Council, considered by the Commission in formulating its own recommendations, are included as Appendices A, B and C.

The Commission recommends capital grants of $83.3m and recurrent grants of $55.028m for TAFE in 1980. These grants are expressed in estimated December (and estimated December quarter) 1978 cost levels.

TD 388
State Clearinghouse: ACT 3.12

Stock M
Volunteer home tutors and nonreaders. Australia, Canberra: Technical and Further Education Commission, 1979, 57p.

Access: Mfiche

Price: Free

Series: (Research Report No.30)

Descriptors: Tutors; Literacy; Adult Reading Programs; Competency Based Teacher Education

Abstract: The purpose of the report was to describe and evaluate a volunteer home tutor literacy project set up in Canberra to teach adult nonreaders.

The project commenced with thirty volunteer tutors, who were given a forty hour training course in reading tuition, and fifty nonreaders whose reading ability varied from complete illiteracy to a reading age of 9 1/2 years.

After twenty weeks tuition of about two hours per week the mean gain in reading age was 3 1/2 years. A regression test given four months later showed that twenty-seven of the nonreaders had continued to progress, twelve had regressed slightly and the remainder had maintained the level achieved at the end of their tuition.

Recommendations of the report cover such matters as planning and preparation for a volunteer tutor program, training of tutors, advertising strategies and community involvement in the program.

TD 389
State Clearinghouse: ACT 3.13

Stock M; Harvey T; Preen B
Reading, a window to the world. Canberra: Canberra College of Technical and Further Education, 1979, 53p.

Access: Mfiche

Price: Free

Descriptors: Home Programs; Tutors; Teacher Education; Reading Instruction

Abstract: An assessment was undertaken of the use of volunteer tutors who teach adult nonreaders on a one-to-one confidential basis.

The report examines:
recruitment and training of tutors; background of the student; effectiveness of volunteer home tutors.

An evaluation of the Canberra TAFE College Volunteer Home Tutor Scheme is made by Brian Preen (Churchlands CAE). A revised report is being produced.

TD 390
State Clearinghouse: ACT 3.14

Gilmour P; Lansbury D
Case studies of first line management in Australia. Australia, Canberra: Technical and Further Education Commission, 1980, 143p.

Access: Mfiche

Price: Free

Series: (Research Report No. 34)

Descriptors: Management Development; Case Studies; Supervisory Training

Identifiers: First Line Management Training

Abstract: This study follows on from earlier work by the researchers on the training and education of first line managers and supervisors in Australia. The report consists of a series of case studies illustrating the changing role of the first line manager in a variety of organisational and industrial contexts.

Nine case studies are considered, presenting various approaches taken by organisations in recent times to reshape or reform the supervisor's role in response to social, economic and technological changes. The studies are drawn from a wide cross section of industries including mining, shipbuilding, vehicle assembly, glassmaking, tyre manufacturing, engineering and the postal service. Included among the innovations are descriptions and explanations of group technology, organisation development, multiskilling, semiautonomous work groups and problem solving workshops.

TD 391
State Clearinghouse: ACT 3.15

Chamberlain K
1977 survey of full time teachers in technical and further education. Australia, Canberra: Tertiary Education Commission, Technical and Further Education Council, 1979, 102p.

Access: Mfiche

Price: Free

Series: (TAFE Council Research Report No. 2)

Descriptors: Teacher Characteristics; Teacher Qualifications; Full Time Faculty; Teacher Education

Abstract: In 1977 the Staff Development Sub-Committee of the TAFE Council initiated the TAFE Teacher Survey to gather information on the characteristics, qualifications and experience of full time TAFE teachers in Australia. This data would assist the Commission in its assessment of teacher training needs and of the nature and extent of resources required for training programs. It would also be of use to State authorities responsible for the formulation of programs of initial and continuing teacher education.

Data were gathered by means of a questionnaire distributed to all full time TAFE teachers. A national response rate of 59 per cent was achieved.

The body of the report comprises a comprehensive analysis of the information gathered in the survey.

TD 392
State Clearinghouse: ACT 3.16

Grimwade A E
Capacity for sharing resources in TAFE external studies. Australia, Canberra: Tertiary Education Commission, Technical and Further Education Council, 1979, 3 Volumes; v.1 - 107p.; v.2 - 54p.; v.3 - 72p.

Access: Mfiche

Price: Free

Series: (TAFE Council Research Report No. 6)

Descriptors: Extension Education; Shared Services; Agency Cooperation

Abstract: Volume 1 of this report contains: a description of the historical background to TAFE external studies; a comparative description of the operation of TAFE external studies in each State; a staffing survey; an examination of options for greater cooperation in the area of resource sharing; and a summary which incorporates recommendations for a broader structure for sharing resources in external studies.

Volume 2 comprises State descriptions of each external study organisation while Volume 3 includes a sample catalogue of business studies courses available throughout Australia and a proposed format for a subject catalogue.

The study identifies three basic barriers to the sharing of resources in TAFE external studies. These are: organisational differences between States; differences in curriculum and syllabus; and the isolation of staff in external studies institutions.

TD 393
State Clearinghouse: ACT 3.17

Bail G R
TAFE teacher education: resource materials survey. Australia, Canberra: Tertiary Education Commission, Technical and Further Education Council, 1979, 26p.

Access:

Series: (TAFE Council Research Report No. 7)

Abstract: This study was aimed at improving the variety and quality of resource materials available to TAFE teacher training programs in Australia.

As part of the project, a variety of bibliographic, explanatory and promotional material was produced, including a list of resources held in TAFE teacher educator institutions in Australia, a list of relevant entries in the Australian Education Index and other appropriate Australian and overseas publications, and a booklet explaining how to use these documents.

The researchers reported a shortage of commercially produced material appropriate to Australian TAFE teacher educator programs. They noted that appropriate material available overseas is not reaching Australia.

The report recommends, among other things, the establishment of a unit on a trial basis to acquire, appraise and disseminate information on materials of relevance to TAFE teacher educator programmes produced in Australia and overseas.

TD 394
State Clearinghouse: ACT 3.18

Hand M J
Report on Home Study Group Projects. Canberra: Technical and Further Education Commission, 1976, 58p.

Access: Mfiche

Price: Free

Descriptors: Community Education; Adult Education; Home Study

Abstract: For the purposes of this study, home study groups are defined as small groups of people meeting in each other's homes, or other suitable places outside colleges of further education, to follow a course of study selected by the members of the group using materials and/or facilities provided by the college.

The report commences with an analysis of home study schemes operating in Sweden, Britain and the United States. Next are reported results of a survey to investigate local community attitudes to the concept of home study groups. A brief summary of existing provision is presented and suggestions for further action are proffered.

The major conclusion of the study is that the concept of home study groups as a means of taking education into the community is both acceptable to the community and a viable proposition.

TD 395
State Clearinghouse: NSW 3.1

Buchanan K; MacInnis P; Pearson M
A survey of the incidence of needs of and provisions for handicapped students in TAFE colleges in 1980: a summary report. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 74p.
ISBN 0 7240 3718 7

Access: Mfiche

Price: Free

Descriptors: Disabilities; Technical Education; Physical Disabilities; Mental Disorders; Student Needs; Educational Facilities

Abstract: The report summarizes the findings of a survey which investigated the existing provisions for, and needs of physically handicapped students in TAFE, and estimated the incidence of students with various categories of handicap.

Questionnaires were administered on a statewide basis to teachers, college principals, library staff, student counsellors and specialist teachers and, in a sample of rural and metropolitan colleges, the student population was surveyed. The summary data outlines the incidence and characteristics of handicapped students as reported by teachers and the sample of students (including those reporting temporary handicaps).

The summary and conclusions section presents a discussion of the basis for estimates of incidence, and of the problems reported relating to access, special equipment and resources, teacher assistance, assessment provisions, the accessibility of TAFE courses, and special services. A number of recommendations for changes to policy and practices in the above areas are made.

TD 396
State Clearinghouse: NSW 3.2

Brady P T
Production Engineering Certificate course: major review report. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 109p.

Access: Mfiche

Price: Free

Descriptors: Production Technicians; Engineering Technicians; Course Evaluation; Occupational Surveys

Identifiers: Production Engineering Certificate Course

Abstract: The purpose of the study was to evaluate the Production Engineering Certificate course offered by New South Wales TAFE. To achieve this, data was sought on the occupations that the course trains for, job analyses on these occupations and a subjective assessment by course graduates and students on the course itself. The data from the graduates and students was gained through a questionnaire which asked questions about their jobs, the duties of these jobs and their attitudes to the course.

A survey of industry (thirty four organisations) was also undertaken which largely sought information on the tasks and skills practised by production engineering technicians. The report recommends a switch from technology oriented instruction towards planning and management skills.

TD 397
State Clearinghouse: NSW 3.3

Clayman L
Survey of newly appointed full time TAFE teachers in vocational courses 1979. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 24p.

Access: Mfiche

Price: Free

Descriptors: Technological Advancement; Skill Analysis; Trend Analysis; Vocational Education Teachers; Trade and Industrial Teachers

Abstract: The survey was undertaken to elicit information on technological change in various sectors of industry from TAFE's newly appointed teachers in vocational courses. The pilot survey aimed at identifying change seen in different sectors and gaining new teachers' opinions regarding future trends and implications for the employability of TAFE graduates and the courses provided for sectors of industry.

The research instrument was a questionnaire which was given to teachers with their induction material and when this yielded poor response, was administered during their technical teacher training.

A descriptive report resulted which contains a certain amount of useful information. This survey was an initial attempt to obtain the information wanted, but further work is in progress to find the most suitable means of using the expertise of new teachers in TAFE.

TD 398
State Clearinghouse: NSW 3.4

Walker E L
TAFE and the disabled. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 11p.

Access: Mfiche

Price: Free

Descriptors: Physical Disabilities; Vocational Education; Access To Education; Technical Education; Accessibility (for Disabled)

Abstract: This paper was prepared for a staff development programme for TAFE senior personnel. It examines the philosophical base for vocational education for the disabled and the implications of current antidiscrimination legislation for TAFE. Some important issues concerned with the provision of TAFE programmes for the disabled are identified and discussed.

TD 399
State Clearinghouse: NSW 3.5

Wells C; Chestnut W
Evaluation report of the Occupational Skills Program, 1980. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 67p.

Access: Mfiche

Price: Free

Descriptors: Youth Employment; Cooperative Education; Job Skills; Program Evaluation

Identifiers: Transition From School To Work Program; Occupational Skills Program; Work Skills Courses

Abstract: The Occupational Skills Program courses were begun in July 1980 as part of the federally funded "Transition from School to Work Program". This report describes the OSP courses conducted and presents enrolment statistics by sex, age, level of secondary education, time elapsed since leaving school and employment history.

The report also makes evaluative comments on the educational standard of the courses and makes recommendations for their improvement.

TD 400
State Clearinghouse: NSW 3.6

Tucker K
A teachers guide to communications: assessment. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 65p. ISBN 0 7240 3694 6

Access: Mfiche

Price: Free

Descriptors: Communication Skills; Evaluation Methods; Vocational Education; Testing

Abstract: This report is concerned with the assessment of students in Communications.

The report proper concerns itself with the diagnosis of communication competencies; the use of guides and attachments by teachers; and the standardization of marking techniques.

Contained within the report are twenty six assessment guides and assignment attachments that can be used for the formative assessment of students. Notes are provided indicating possible ways of using the assessment guides and assignment attachments. The guides and attachments cover a range of topics including: speech and oral presentation; instructing; using the telephone; listening; interviewing; working in groups; leadership; recording information in a written form; letter writing; and report writing.

TD 401
State Clearinghouse: NSW 3.7

Putt M
Survey of students who completed preapprenticeship courses in 1979 in NSW technical colleges. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 43p.

Access: Mfiche

Price: Free

Descriptors: Student Characteristics; Trade and Industrial Education; Apprenticeships; Youth Employment

Identifiers: Preapprenticeship Courses

Abstract: The aim of this questionnaire survey was to determine the type of employment obtained by students who had completed preapprenticeship courses in 1979.

Topics tabulated and discussed in the report include: the employment results by course and college; a comparison with the Australian Bureau of Statistics unemployment figures; the credit obtained by apprentices from their employer for having passed the course; the number of apprentices who moved from home to obtain an apprenticeship; the means of obtaining an apprenticeship; the number of apprenticeships and other jobs applied for; the registration with the Commonwealth Employment Service; reasons for enrolling in the course and other comments on the course.

TD 402
State Clearinghouse: NSW 3.8

Wallace J P
Skilled metal tradesmen: a case of shortage? Sydney: 1980, 195p.

Access: Mfiche

Price: Free

Descriptors: Metal Industry; Labour Needs; Labour Supply; Skilled Workers; Occupational Surveys

Identifiers: Metal Tradesmen

Abstract: This thesis is concerned with the problems of shortages in the skilled metal trades labour market. The aim of the study is to examine, as closely as possible, why we are again hearing claims by employers, unions and governments that a shortage of metal tradesmen exists.

An attempt is made to determine whether in fact the skilled metal market is failing; if so, why is it failing, to what degree is it failing and what options are available for solving the problem.

The study starts by discussing the theoretical aspects involved with the supply and demand of skilled labour, examines whether and by how much the tradesman's relative wage responds to changes in relative demand, looks at the supply aspects and concludes with some proposals on the training of skilled metal tradesman.

TD 403
State Clearinghouse: NSW 3.9

Hermann G; McAlpine A
Accounting courses and professional functions. Sydney: 1981, 52p.

Access: Mfiche

Price: Free

Descriptors: Accounting; Higher Education; Professional Training; Accountants; Professional Occupations

Abstract: The aim of this study was to examine the degree of professionalism of the occupational functions performed by graduates from university, college of advanced education and technical college accounting courses. A questionnaire of accounting occupational functions was developed with an index of professionalism determined for each function. The respondents indicated the percentage of time spent on each function, thus allowing a more precise measure of the degree of professionalism.

The questionnaire respondents were graduates of accounting courses from New South Wales and Victorian metropolitan technical colleges, CAE's and universities who completed their course in one of the following years: 1970, 1974, 1976 and 1978.

The most interesting finding was the absence of a significant relationship between courses and index of professionalism.

TD 404
State Clearinghouse: NSW 3.10

Salasoo T
Report of the reviews of Civil Engineering, Structural Engineering, Materials Testing courses. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 238p.

Access: Mfiche

Price: Free

Descriptors: Civil Engineering; Technical Occupations; Course Evaluation; Occupational Surveys

Identifiers: Structural Engineering; Materials Testing

Abstract: Reviews were conducted of interrelated Certificate level courses in Civil and Structural Engineering and Materials Testing, as well as the Higher Certificate in Structural Engineering. The purpose was to keep the courses aligned with student needs and changing industrial requirements. The reviews were conducted by teams of teachers led by an educationalist.

Information was obtained from industrial interviews, student and graduate questionnaires; by consultation of teachers, departmental records, industrial awards and relevant literature.

The broad issues considered in the analysis were:

(1) a needs assessment of the industry;

(2) needs of the technicians whom the courses were designed to train; and

(3) an evaluation of how these needs were being met by the current courses.

Three hundred and twenty nine tasks were isolated and grouped according to an importance factor based on the number of persons performing the tasks, the proportion of time spent, and criticality and desire for the task to be taught. Specificity and commonality of tasks between engineering fields was determined and a curriculum development plan was devised.

TD 405
State Clearinghouse: NSW 3.11

Campbell R
Evaluation of the unit courses in Metallurgy. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 32p.

Access: Mfiche

Price: Free

Descriptors: Metallurgy; Program Evaluation; Independent Study; Laboratory Training; Adult Education

Abstract: This report investigates the educational effectiveness of an innovative form of teaching laboratory oriented skills to adult students whose alographic isolation, work constraints or personal commitments prevented their attending conventional classroom lessons. Several factors set this course apart from other 'external' type courses:

(i) the duration, training and function of the tutorials;

(ii) the use of the telephone for remedial help and instant feedback;

(iii) the quality of the tutoring; and

(iv) the development of independent learning skills in the students.

TD 406
State Clearinghouse: NSW 3.12

Taylor N
The Word Knowledge Test: Form C and its use in TAFE. New South Wales, Sydney: Dept of Technical and Further Education, Student Counselling Research Unit, 1981, 21p.
ISBN 0 7240 3726 8

Access: Mfiche

Price: Free

Descriptors: Word Recognition; Language Proficiency; Test Reliability; Testing; English (Second Language)

Identifiers: Word Knowledge Test

Abstract: The WKC is frequently used as a test of English competency for overseas born people who wish to enrol in various TAFE courses.

The purpose of this study was to collect and review the information about the WKC from other research reports in TAFE and also present an analysis of two hundred and forty-one completed tests.

It is concluded that the WKC is basically a sound instrument, although it could be improved by changing or deleting a number of items. There are a small number of items biased against overseas born students who speak English as a second language. There is also some evidence to suggest WKC scores are highly correlated with mastery of English.

It appears that very low WKC scores are related to poor performance, while higher scores are not closely related to performance. There was not evidence directly supporting or contradicting the cut off points that are used. If screening continues, it seems crucial that cut off points be determined empirically.

TD 407
State Clearinghouse: NSW 3.13

Jones B
Biological Technicians Certificate: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 102p.

Access: Mfiche

Price: Free

Descriptors: Biological Sciences; Laboratory Technology; Occupational Surveys; Course Evaluation

Identifiers: Biological Technicians Certificate

Abstract: This report describes the methodology and findings of a review of the Biological Technicians Certificate course in NSW. The review data were gathered by questionnaire surveys of certificate holders, employees and teachers.

The report contains a description of the education of biological technicians within Australia and overseas; a job analysis of biological technicians and an analysis of the skills and knowledge required.

Findings are presented on educational issues relevant to the training of biological technicians; assessment; course entry and employer requirements and continuing education needs.

TD 408
State Clearinghouse: NSW 3.14

Wood G
Pathology Technicians Certificate: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 107p.

Access: Mfiche

Price: Free

Descriptors: Pathology; Course Evaluation; Occupational Surveys; Job Analysis

Identifiers: Pathology Technicians Certificate Course

Abstract: This report describes the methodology and findings of a review of the Pathology Technicians Certificate course in New South Wales. The review data were gathered by means of a survey of recent graduates, teachers and employers.

Findings are presented on the tasks carried out by pathology technicians; skill and knowledge required; the structure of the current course entry; pattern of attendance; further education and assessment.

Recommendations are made relating to changes to the current pathology technicians course.

TD 409
State Clearinghouse: NSW 3.15

Taylor N
Performance in Commercial Programming. New South Wales, Sydney: Dept of Technical and Further Education, Student Counselling Research Unit, 1981, 15p.

Access: Mfiche

Price: Free

Descriptors: Data Processing; Programming; Vocational Education; Predictive Measurement

Identifiers: Commercial Programming

Abstract: This study aimed to predict those students who were successful in the Certificate in Commercial Programming.

The best indications of success in COBOL Programming, which is seen by teachers as the core subject, were for: full time students born overseas with a minimum English competency; the Raven's Progressive Matrices (PM38); and the highest education level. For those full time students with HSC aggregate, the best predictors were the HSC aggregate and the ACER Speed and Accuracy Number Checking.

For part time students, the best predictors of success were a strong desire to use the course to get a better job and not to expect financial difficulties during the year. Multiple

correlations were also calculated and through their use it seemed possible to improve selection for the course.

TD 410
State Clearinghouse: NSW 3.16

Soo V
Refrigeration Mechanics Trade Course: review report. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 45p.

Access: Mfiche

Price: Free

Descriptors: Refrigeration Mechanics; Trade and Industrial Education; Occupational surveys; Course Evaluation

Abstract: This report describes the methodology and findings of a review of the apprenticeship course in Refrigeration Mechanics in New South Wales. The report also details a job analysis for the refrigeration mechanic. The review data were gathered by means of an interview survey of twenty five industrial establishments and questionnaire surveys of final year apprentices, recent ex-students and teachers.

Findings are presented on educational issues relevant to the training of refrigeration mechanics; the need for areas of specialist training; selection and employment of apprentices and on the job training. The report makes recommendations concerning changes to the current refrigeration mechanics course in New South Wales.

TD 411
State Clearinghouse: NSW 3.17

Heyes J D G
Prediction of academic achievement in a electronics technicians course. Sydney: 1979, 276p.

Access: Mfiche

Price: Free

Descriptors: Student Characteristics; Predictive Measurement; Academic Achievement; Electronic Technicians; Technical Education

Identifiers: Electrical Engineering Certificate; Electronics and Communications Certificate

Abstract: This thesis investigated the most likely predictors of course success for the 1978 Common Year I intake of fulltime students into the Electronics and Communications Certificate and the Electrical Engineering Certificate courses of the New South Wales Department of TAFE. Because so little was known about these full time technician students, the study was addressed as much to a description of student characteristics as to prediction. Eight instruments were used to collect the data on fifteen independent variables.

Full time students were found to have far higher persistence rates and final examinations failure rates than do part time students in the same course.

TD 412
State Clearinghouse: TAS 3.1

de Graaf R
Certificate courses for the paraprofessional chemistry employees. Hobart: Hobart Technical College, 1980, 72p.

Access: Mfiche

Price: Free

Descriptors: Chemical Technicians; Paraprofessional Personnel; Laboratory Training

Abstract: This publication reports the outcomes of a seminar of Tasmanian teachers, advisory committee members and guest speakers which was held in December 1979. Papers are included on the role and training of the paraprofessional in chemistry related employment and laboratory employment in Tasmania. The document also outlines all relevant courses conducted in Tasmanian TAFE colleges. These include: Certificate of Applied Chemistry; Certificate of Laboratory Technology; Certificate of Applied Bacteriology; and Medical Technicians Certificate.

TD 413
State Clearinghouse: WA 3.1

Chong S W
Final report on curriculum research and development projects 105/80, 138/80 teaching methods: external studies. Western Australia, Perth: Education Dept, Technical Education Div, 1980, 59p.

Access: Mfiche Interlib

Price: Free

Descriptors: Extension Education; Correspondence Study; Correspondence Schools; Student Attrition; Dropouts

Abstract: This project involved research into literature on external studies methods, with particular emphasis on student retention and lesson follow up techniques. Alternatives were identified which could be tested scientifically and recommendations were made. It is envisaged that the report will form a theoretical framework for future research into correspondence education in Western Australia.

TD 414
State Clearinghouse: WA 3.2

Western Australia. Education Dept. Technical Education Div
TAFE Aboriginal Access courses: evaluation report. Perth: 1981, 141p.

Access: Mfiche Interlib

Price: Free

Descriptors: Australian Aboriginal Education; Adult Basic Education; Nontraditional Education; Adult Education; Course Evaluation

Abstract: This report aims to provide a detailed profile of the academic and vocational backgrounds and expectations of past and present students; to determine whether present courses are meeting stated goals and educational needs of students; to consider admission criteria and duration of courses; and to provide recommendations for future development and improvement.

TD 415
State Clearinghouse: WA 3.3

Legg A; Pyke L
Innovations for courses in plumbing. Western Australia, Perth: Education Dept, Technical Education Div, 1980, 9p.

Access: Mfiche

Price: Free

Descriptors: Plumbing; Technology; Educational Innovation; Trade and Industrial Education

Abstract: This paper was prepared for a seminar, Plumbing Technology in the 80's, conducted by the Institute of Plumbing, Australia, and held in Perth, September 1980. The paper outlines the current state of the plumbing craft and profession, and forecasts possible future trends and their likely effect on the industry. Reorganization of the industry and changes in course design to meet future demands are suggested.

TD 416
State Clearinghouse: WA 3.4

Whitaker K R; Wiggett E; Pyke L H
Modular courses for the bricklaying craft. Western Australian, Perth: Education Dept, Technical Education Div, 1981, 24p.

Access: Mfiche

Price: Free

Descriptors: Bricklaying; Learning Modules; Training; Educational Needs

Abstract: This report presents the results of an investigation into the training requirements for the bricklaying craft in Western Australia. Recommendations are made for improvements to the current training courses, which were last modified over seven years ago. It is suggested that a revised modular type of course be offered which is designed to prepare the bricklaying course for future challenges.

TD 417
State Clearinghouse: WA 3.5

Hogan C; Morland C
Scarborough Technical Centre Search Conference; 26-27 May 1981. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 27p.

Access: Mfiche Interlib

Price: Free

Descriptors: Youth Programs; Adolescents; Vocational Education

Abstract: This report is the result of a two day Search Conference designed to examine the directions of the new part time EPUY course at Scarborough Technical Centre. The course under discussion has a subject content of domestic arts and crafts plus office practice.

TD 418
State Clearinghouse: WA 3.6

Cain R; Davidson R; McGrath M
Report of the review of Adult Aboriginal Education Section (Education Department of Western Australia). Western Australia, Perth: Education Dept, Technical Education Div, 1981, 82p.

Access: Mfiche Interlib

Price: Free

Descriptors: Australian Aboriginal Education; Adult Basic Education; Educational Assessment; Educational Needs; Literacy Education

Abstract: A review team consisting of representatives from the Education Department, the Department of Aboriginal Affairs, the Commonwealth Department of Health and the National Aboriginal Education Committee surveyed the role and effectiveness of Adult Aboriginal Education Section in meeting the education and training needs of Aboriginal individuals and communities in Western Australia.

The review team concluded that, despite the difficulties and constraints in which Adult Aboriginal Education operated, it provided a valuable education service for Aboriginal people. Further recommendations and conclusions are included in appendices.

TD 419
State Clearinghouse: WA 3.7

Watkins G; Morland C; Brand B
"I did all you said but still do not have a job", report on a workshop on transition education. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 63p.

Access: Mfiche Interlib

Descriptors: Youth Programs; Youth Employment; Vocational Education; Trade and Industrial Education; Social Change

Identifiers: Transition Education

Abstract: This report is the result of a meeting of the TAFE Advisory Council, TAFE officers, and representatives of industry, commerce and a number of State and Federal Departments during a one day workshop held to examine transition education and TAFE's role. Findings and recommendations from the workshop are included.

TD 420
State Clearinghouse: WA 3.8

Morland C
Report from a workshop to establish directions and strategies of a newly formulated transition resources team. Western Australia, Perth: Education Dept, Technical Education Div, 1980, 28p.

Access: Mfiche

Price: Free

Descriptors: Youth Programs; Youth Employment; Vocational Education; Trade and Industrial Education

Identifiers: Transition Education

Abstract: This report is the result of a Search Conference designed to critically examine the directions of the Transition Resources Section in TAFE. The workshop was aimed primarily at helping the participants to expose and clarify the goals of transition education, as well as developing initiatives and strategies to achieve these desirable ends.

No concrete strategies are described, the discussion mainly revolving around social problems with a community based approach.

TD 421
State Clearinghouse: WA 3.9

Bredemeyer E; Pyke L H
Trichology in Australia. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 9p.

Access: Mfiche Interlib

Price: Free

Descriptors: Vocational Education; Technical Education

Identifiers: Trichology; Hairdressing

Abstract: This report presents a summary of the introduction of trichology for the hairdressing profession in Western Australia. It shows how the science of trichology has developed, outlines the current stage of operations and forecasts a future for trichologists in this State. A suggestion is made to establish an Australian Institute of Trichology in Perth.

TD 422
State Clearinghouse: WA 3.10

Western Australia. Education Dept. Technical Education Div
Planning report, Fremantle Technical College: EPUY pilot programme, term 3 1980. Perth: 1980, 20p.

Access: Mfiche Interlib

Price: Free

Descriptors: Youth Programs; Adolescents; Minicourses; Unemployment

Identifiers: Transition Education; Education Program for Unemployed Youth

Abstract: This report is an overview of an innovative Education Program for Unemployed Youth (EPUY) pilot program undertaken at Fremantle Technical College in the last term of 1980. The program is described in considerable detail, including the views of the participants. The report concludes with recommendations concerning the planning of similar transition courses for the future.

TD 423
State Clearinghouse: SA 3.8

Mulvihill M J
Access to and awareness of further education on Eyre Peninsula. Pt Lincoln SA: 1980, 221p.

Access: Mfiche

Price: Free

Descriptors: Access To Education; Adult Education; Community Colleges; Continuing Education

Abstract: By using an interview survey of thirty randomly selected residents of Port Lincoln in South Australia and the same number of persons from a country section of the Eyre Peninsula Community College region, an attempt has been made to ascertain profiles of participants and non-participants in adult education, along with reasons for non-participation. It was assumed that lack of awareness of educational provision would be a major barrier to access.

Findings and recommendations have been catalogued under headings such as participant profiles, awareness, promotion, barriers to access and student potential.

TD 424
State Clearinghouse: SA 3.9

Kuhl D H; Raftery J
Identification of client groups for the Industrial and Business Studies Certificate courses. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 79p.

ISBN 0 7243 9161 4

Access: Mfiche

Descriptors: Business Education; College Students; Identification

Abstract: This document reports on a formal investigation undertaken in September 1979 to review the Certificate courses offered at Panorama Community College, particularly in regard to their relationship to the client groups for which they were intended. The main purpose of the review was to relate more closely the two Certificate courses to the occupational duties of their respective target groups, and as well to the industry sectors in which the clients worked.

Findings and recommendations for further analysis are given, as well as action taken since the study was completed.

TD 425
State Clearinghouse: SA 3.10

Twynam P
Report on the programmes of adult education funded under the Adult Education Grants Scheme of the Technical and Further Education Council in South Australia in 1980. South Australia, Adelaide: Tertiary Education Authority of South Australia, 1981, 85p.

Access: Mfiche

Price: Free

Descriptors: Adult Education; Community Education; Adult Programs; Nonformal Education; Nontraditional students

Identifiers: Adult Education Grants Scheme; Technical and Further Education Council

Abstract: The Technical and Further Education Council provides funds in support of programmes of adult education conducted by voluntary non-government groups and organisations. In 1980, $41 000 were distributed among 54 projects in South Australia.

This publication is a collection of reports, by an evaluation consultant, on the individual projects funded under the scheme.

TD 426
State Clearinghouse: SA 3.11

Hobart R B; Harris R McL
Mystery or mastery? An evaluation of performance based teacher education for TAFE teachers in Australia. Adelaide: South Australian College of the Arts and Education, 1980, 280p.

Access: Mfiche

Price: Free

Descriptors: Competency Based Teacher Education; Teaching Skills; Student Teachers; Mastery Learning

Abstract: This study evaluated performance based teacher education (PBTE) programmes conducted in three Australian States for technical and further education (TAFE) teachers during 1979.

The objectives were to determine: the effectiveness of the PBTE approach; reactions of participants in the programme; alternative strategies for the implementation of PBTE; institutional considerations in its operation; suitability of the materials and the reactions of the teacher educators.

The PBTE programmes involved one hundred and forty five student teachers, twelve TAFE educators and twenty eight field supervisors. The materials were competency based modules from Ohio State University.

The authors have concluded that the PBTE model has considerable potential for TAFE teacher education. However, certain conditions relating to the teacher educators, students and resources must be met.

TD 427
State Clearinghouse: SA 3.12

South Australia. Dept of Technical and Further Education
Resources in further education in South Australia: index to documents accessioned into the South Australian TAFE Clearinghouse, 1974-1977. Adelaide: 1981, 172p.

Access: Mfiche

Price: Free

Descriptors: Clearinghouses; Educational Resources; Instructional Materials; Publications

Abstract: Since 1974, materials prepared by the Department and associated Colleges have been accessioned into the South Australian Clearinghouse. Originally, this included audiovisual material, as well as printed documents. Information concerning this material was published in three booklets between the years 1974-77.

The contents of these three booklets are reproduced in this index. Although many of

the titles listed are not available now, every effort will be made to ensure that requests for titles of documents are met.

TD 428
State Clearinghouse: SA 3.13

Byrne M J; Parkinson K J
Submission to Committee of Enquiry into Education in South Australia: evaluation, curriculum, and the Department of Further Education. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 117p.

Access: Mfiche

Price: Free

Descriptors: Curriculum Evaluation; Program Evaluation; Administrative Policy; Self Evaluation (Groups)

Abstract: This submission reviews approaches to evaluation in the Dept of Technical and Further Education in South Australia, identifies possible deficiencies, and proposes improvements.

TD 429
State Clearinghouse: SA 3.14

South Australia. Dept of Technical and Further Education. Planning Committee
A background to planning in the Department of Further Education. Adelaide: 1980, 59p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Educational Administration; Policy Formation

Abstract: The Planning Committee of the Department was established in December 1978. Its initial task was to evolve a process to develop a master plan for the Department, based on educational parameters.

It is a fundamental principle that forward planning must be firmly based on a clear understanding of the present and so the Committee undertook, as one of its first steps, an in depth consideration of the planning processes and procedures of the Department. This led to an examination of data needed as a basis for decision making and planning.

As a result, the inaugural Planning Committee prepared this document which describes the procedures relevant to Departmental planning and identifies problem areas within those procedures. The value of the document lies in the opportunities which it provides for improvement of planning/management procedures related to the Department's educational program.

TD 430
State Clearinghouse: SA 3.20

Lindsay D S
The provision of amenity horticulture courses in metropolitan Adelaide. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 57p.

Access: Mfiche

Price: Free

Descriptors: Ornamental Horticulture; Educational Facilities; Facility Requirements; Educational Resources

Abstract: The study aims to estimate potential future enrolments in vocational amenity horticulture courses in metropolitan Adelaide and assess the impact of such enrolments on the teaching resources of the Department of Technical and Further Education presently utilised by these specialist courses.

The introduction of an apprenticeship for gardener - greenkeeper in South Australia in 1981 will tax already overcommitted resources and make a move to larger premises and grounds necessary.

Various location options are examined, and one is recommended after factors such as land suitability, student access and cost of new facilities at each site are considered.

Data on interstate (NSW and Vic) courses and student numbers, home and work postcode of present and past students, and an employers survey are utilised.

TD 431
State Clearinghouse: ACT 3.20

Australia. Tertiary Education Commission
Report for 1982-84 triennium, volume 2. Canberra: 1981, Part 1—106p; Part 2—338p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Educational Finance; Higher Education; Grants

Identifiers: Universities; Colleges of Advanced Education

Abstract: This report sets out the Commission's detailed recommendations on recurrent grants to universities and CAEs for the three years of the triennium, and recurrent grants to TAFE authorities and equipment and building grants for the three sectors in 1982. In preparing its advice the Commission has taken into account the recommendations of the three Councils which are included as Part 2 of the document.

Also considered in the report are three major issues arising from the Government's guidelines for 1982-84: the inadequacy of funding levels in higher education, the decline in participation of young people in higher education and the balance of Commonwealth/State effort in TAFE.

The Commission recommends capital grants of $112.1m, equipment grants of $10.1m and recurrent grants of $84.6m for TAFE in 1982. These amounts are expressed in 1982 outturn price levels.

TD 432
State Clearinghouse: ACT 3.21

Australia. Tertiary Education Commission
Report for 1982-84 triennium, volume 1. Canberra: 1981, Part 1—324p., Part 2—165p., Part 3—216p., Part 4—195p., Part 5—228p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Educational Finance; Higher Education; Grants.

Abstract: This report comprises five parts plus a summary document.

The first part sets out the Commission's recommendations on guidelines. It includes a review of tertiary education in Australia since 1975 and covers the Commission's views on the development of tertiary education for the 1982-84 triennium, its policies on a number of specific issues, and the allocation of resources for operating expenditure and capital development among the three sectors.

Parts 2 to 4 of the report are the Advices of the Universities, Advanced Education and Technical and Further Education Councils, and the final part consists of appendices.

The Commission recommends recurrent grants for TAFE of $74.2m, $77.5m and $80.4m in the years 1982, 1983 and 1984, and equipment grants of $104.8m for each year of the triennium. Recurrent and equipment grants are expressed in estimated December quarter 1980 cost levels and capital grants in estimated December 1980 cost levels.

TD 433
State Clearinghouse: ACT 3.22

Australia. Office of ACT Further Education
Index of ACT further education statistics. Canberra: 1981, 24p.

Access: Mfiche

Price: Free

Descriptors: Technical Education; Vocational Education; Enrolment; Expenditures; Teachers; Students; Education Courses

Abstract: The Index of ACT Further Education Statistics provides an authoritative directory to the Office of ACT Further Education's statistical data base.

The Index contains reference to information on courses, students, course enrolments, full and part time teaching staff activities, nonteaching staff activities, finance and Authority level data.

Data sets are summarized by the tabulation descriptor, level of aggregation, data item lists, reference date and identity alphanumeric.

TD 434
State Clearinghouse: ACT 3.23

Australia. Office of ACT Further Education
Destinations of ACT further education graduates (1980). Canberra: 1981, 33p. plus appendices.

Access: Mfiche

Price: Free

Descriptors: Graduate Surveys; Employment Patterns; Adult Education; Relevance (education); Education Work Relationship

Identifiers: Australian Capital Territory

Abstract: Following a small pilot study conducted in the previous year, a comprehensive survey was conducted in 1981 of graduates who had completed courses of study during 1980 in ACT further education. The survey was designed to ascertain the employment status of students who had successfully completed courses in 1980 and to assess whether employment was related to the field of study that had been followed. The graduate population numbered one thousand and three hundred (from three TAFE colleges and schools of art and music) and a questionnaire response rate of 68 per cent was obtained.

The report also provides background information on the ACT further education system, its institutions and courses.

TD 435
State Clearinghouse: ACT 3.24

Ainley J G; Fordham A M
Between school and adult life. Melbourne: Australian Council for Educational Research, 1979, 216p.
ISBN 0 8556 3204 6

Access: Interlib

Price: Free

Series: (TAFE Council Research Report No 4); (ACER Research Monograph No 5)

Descriptors: Prevocational Education; Evaluation Methods; Articulation (education)

Identifiers: Evaluation Guidelines

Abstract: This report contains a rationale for prevocational education, a description of some recent developments in the area and an outline of an approach to the evaluation of prevocational courses. Rather than concentrating on the development of particular skills for predefined occupations, the main concern of the authors has been with the role of prevocational programs in facilitating the transition of young people from school to adult life. Preparation for work is recognised as the most crucial aspect of this transition, but concern is also

expressed for the development of students to participate in adult life.

The main thrust of the report is the development of a general framework for evaluation, as compared to the prescription of a detailed procedure for the evaluation of prevocational programs.

TD 436
State Clearinghouse: ACT 3.25

Fordham A M; Ainley J G
The evaluation of staff development in technical and further education: a proposed methodology. Melbourne: Australian Council for Educational Research, 1980, 267p.
ISBN 0 8556 3202 0

Access: Interlib

Price: Free

Series: (TAFE Council Research Report No 3); (ACER Research Monograph No 7)

Descriptors: Evaluation Methods; Program Evaluation; Staff Development; Evaluation Methods

Identifiers: Teacher Programs; Technical Colleges

Abstract: This study is concerned with the continuing professional development of TAFE staff. It focuses upon the formulation of strategies and measures for the evaluation of college staff development programs.

Following a brief description of the background to the study and a rationale for staff development programs in TAFE, the report examines the various methods by which staff development programs can be managed. This provides a basis for the description of staff development programs operating in two States. General approaches to evaluation is the topic for the next chapter, leading to a detailed account of the proposed methodology for the evaluation of staff development in TAFE. Next, the trial phase of the study is outlined and methods for the analysis of data collected at either the college or system level are suggested. Finally, the application of the general methodology to specific staff development activities is discussed.

TD 437
State Clearinghouse: TAS 3.2

Locke N
Child care in Manila, Hong Kong, Singapore & Bali (International Year of the Child Project). Hobart: Hobart Technical College, 1979, 29p.

Access: Mfiche

Price: Free

Descriptors: Child Care Occupations; Child Caregivers; Educational Facilities; Preschool Curriculum

Abstract: The report describes child care facilities in parts of South East Asia, and training courses available for child care where these are available. The syllabus for the Hong Kong Polytechnic College child care certificate course is outlined.

The author concludes that Australian young children may be deprived of a good developmental environment if they are placed in child care institutions of poor quality with staff untrained in the physical, mental, social and moral needs of children. These matters are raised in the context of the Child Care Certificate curriculum.

TD 438
State Clearinghouse: NSW 3.18

Taylor N
An examination of an instrument to assess stages in career. New South Wales, Sydney: Dept of Technical and Further Education, Student Counselling Research Unit, 1980, 15p.

Access: Mfiche

Price: Free

Descriptors: Careers; Career Counselling; Educational Counselling; Career Choice

Identifiers: Harren Scale

Abstract: The notion that an individual progresses through a number of qualitatively different stages in making a career decision could be an extremely important concept both for vocational educational counsellors and researchers. Because of the potential ability of the theory of stages in Career Decision Making (C.D.M.) and Harren's instruments, it was decided to investigate them in an Australian setting.

This paper initially outlines and reviews the evidence on the underlying theory of the stages of C.D.M.; it then describes and discusses Harren's instrument and evaluates an Australian adaptation of it.

TD 439
State Clearinghouse: NSW 3.19

Davis D; Hermann G
Employment and skills study. New South Wales, Sydney: Dept of Environment and Planning, 1979, 98p.

Access: Interlib

Descriptors: Employment; Skilled Occupations; Labour Force; Labour Supply

Identifiers: Sydney

Abstract: In response to the present high unemployment and poor employment prospects in the Western region of Sydney, this study was designed with a threefold concern:

(1) to improve the proportion of local jobs filled by residents;

(2) to identify any unsatisfied local job demands;

(3) to identify any job discrimination which may work against local residents.

The occupational levels of the workforce to be investigated were unskilled, semiskilled and skilled. Different methodologies were utilized to investigate these questions. These included questionnaires, interviews and analyses of published reports and census data.

Findings showed that although there appeared to be no shortages of unskilled and semiskilled labour, there were some shortages of skilled labour. Factors mitigating against the employment of young people were also identified.

TD 440
State Clearinghouse: WA 3.11

Willers L J
Report of plumbing industry in Western Australia. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 19p.

Access: Mfiche

Price: Free

Descriptors: Plumbing; Apprenticeships; Trade and Industrial Education; Educational Needs; Educational Objectives

Abstract: A survey was conducted to ascertain if postapprentice plumbing courses offered by TAFE are achieving their educational goals and meeting the needs of the plumbing industry.

Questionnaires were distributed to plumbing personnel in all areas of the plumbing industry. The results of the survey demonstrate that the plumbing industry is in favour of postapprentice courses being reviewed in liaison with the plumbing industry.

Proposed revised courses are presented for consideration.

TD 441
State Clearinghouse: ACT 3.26

Martin B
The use of Cloze procedure as a predictor of students at risk in TAFE colleges. Canberra: Bruce TAFE College, 1981, 22p.

Access: Mfiche

Price: Free

Series: (Bruce TAFE College Occasional Paper No.1)

Descriptors: Cloze Procedure; Reading Comprehension; Student Problems

Abstract: This paper discusses the use of Cloze procedure to identify students who are at risk of being unsuccessful in their college studies. It describes the text materials used, the construction of the Cloze instruments, administration procedures, collation of data, data anlaysis, nature and size of student sample and the results.

This paper was presented at the Seventh Australian Reading Conference, Darwin, August 1981.

TD 442
State Clearinghouse: ACT 3.27

Foster S; Byrne M
Volunteer literacy project: using volunteer tutors to assist an adult population attain literacy. Australia, Canberra: Technical and Further Education Commission, 1977, 45p.

Access: Mfiche

Price: Free

Series: (Research Report No. 19)

Descriptors: Literacy; Adults; Adult Basic Education; Tutors; Volunteers; Program Administration

Abstract: This paper describes a literacy project in which volunteer tutors were trained and used successfully to assist an adult population attain literacy.

The project commenced in 1973 and the report examines its operation during the period March 1976 to June 1977 with a view to improving it. Characteristics of forty nine potential tutors who contacted the program and thirty students who attended classes during the period are recorded. Their views on the program are sought and based on this information. Some minor revisions to the program and the procedures for its administration are recommended.

The authors make some general observations about the adminstration of volunteer literacy programs, and features of tutors and students.

A list of microfiche relating to adults and literacy is also included.

TD 443
State Clearinghouse: ACT 3.28

Coyne G; Elliott T
Apprentice and technician evaluation of lecturers in the Department of Further Education. Canberra: 1977, 47p.

Access: Mfiche

Price: Free

Series: (Research Report No. 20)

Descriptors: Student Evaluation of Teacher Performance; Trade and Industrial Education; Teacher Role

Abstract: In this study a sample of first year apprentices was asked to rate a number of statements about teaching as 'essential', 'desirable' or 'unnecessary'. A group of post-trade students were also tested to determine what changes in attitudes occurred after a minimum of four years contact with lecturers.

It was found that both first year apprentices and post-trade students consider the lecturer as a technical expert whose task is to make the acquisition of relevant knowledge and skills easy, through his professional and personal attributes. The course itself should be up-to-date and should enable students to acquire practical, relevant skills. The learning atmosphere should be one in which students feel free to ask questions and always be able to obtain assistance.

TD 444
State Clearinghouse: ACT 3.29

Davis K
TAFE - educational lifeline. Australia, Canberra: Technical and Further Education Commission, 1977, 134p.

Access: Mfiche

Price: Free

Series: (Research Report No. 23)

Descriptors: Adult Education; Community Education; Access To Education

Abstract: This study aimed to investigate the needs, aspirations and attitudes towards further education of potential adult TAFE users in a region of Melbourne.

A questionnaire was sent to 2,066 people in the region. 921 people responded and, of this number, 709 responses were deemed valid.

The researchers concluded that TAFE's potential rested with its ability to be both flexible and responsive to community needs. It was found that a major requirement was for decentralisation of activities combined with the establishment of at least one major campus. The major campus would, among other things, co-ordinate courses, staffing and finance of satellite centres, provide specialist services such as counselling and media resources, and provide specialist courses for which regional demand was small.

TD 445
State Clearinghouse: ACT 3.30

Ausburn L; Cook S; Carmichael R
A field study of bridging mechanisms between a TAFE college and a penal institution. Australia, Canberra: Technical and Further Education Commission, 1978, 64p.

Access: Mfiche

Price: Free

Series: (Research Report No.26)

Descriptors: Correctional Education; Technical Education; Vocational Education; Articulation (education)

Abstract: The basic goal of this project was to establish and evaluate a program of educational liaison between a TAFE college and a penal institution.

Following a survey of the interests and needs of inmates of a women's prison, an academic and an arts and craft program were introduced. These were assessed in terms of the problems encountered by staff engaged in the project, significant outcomes of courses, and their value and success as perceived by staff and students. Also, suggestions were sought from staff and students on ways of improving the program.

The researchers concluded that the strength and value of the program lay, not so much in preparing inmates to enter specific courses upon release, but rather in providing for them an opportunity to keep their minds active, to develop personally and to pursue individual interests.

TD 446
State Clearinghouse: ACT 3.31

Wilkes P V; McNally P
A list of serials suitable for TAFE Colleges: annotated and evaluative. Australia, Canberra: Technical and Further Education Commission, 1977, 120p.

Access: Mfiche

Price: Free

Series: (Research Report No. 32)

Descriptors: Library Materials; Library Acquisition

Identifiers: Technical and Further Education

Abstract: The purpose of this project was to produce a list of serials to assist library staff in TAFE colleges to select publications appropriate to the courses they conduct. The needs of smaller colleges with few library resources, relatively small library budgets and limited staff were kept foremost in mind in compiling the list.

Selection of titles was based on the requirements of students and teaching staff, and titles not only appropriate to course work and staff use, but also appropriate to general and recreational use, were included.

The list is organised into thirteen major sections: applied science, art and design, building studies, business studies, clothing and textiles, engineering, food and services, general

studies, indexes, miscellaneous, paramedical studies, rural and horticultural, and social sciences.

TD 447
State Clearinghouse: ACT 3.32

Australia. Tertiary Education Commission
Report for 1979-81 triennium, volume 1: recommendations on guidelines. Canberra: 1978, 170p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Educational Finance; Higher Education; Grants

Identifiers: Tertiary Education; Universities Council; Advanced Education Council; Technical and Further Education Council

Abstract: This report contains the Commission's recommendations on the allocation of recurrent and capital funds among the three sectors of tertiary education for the years 1979 and 1980, and the resources that the Commission considered should be made available for 1981. The report has regard for the specific considerations set out in the Government's 'Guidelines for 1978-80 Rolling Triennium', which are reproduced as Appendix D.

The recommendations of the Universities Council, the Advanced Education Council and the Technical and Further Education Council, which were taken into account by the Commission in formulating its own recommendations, are included as Appendices A, B and C.

The Commission recommends capital grants of $66.5m, $82.0m and $89.5m for TAFE in the years 1979, 1980 and 1981, and recurrent grants of $50m, $54m and $58m for the same period. These grants are expressed in estimated December (and estimated December quarter) 1977 cost levels.

TD 448
State Clearinghouse: ACT 3.33

Australia. Tertiary Education Commission
Report for 1979-81 triennium, volume 2: recommendations for 1979. Canberra: 1978, 228p.

Access: Interlib

Price: Free

Descriptors: Educational Planning; Educational Finance; Higher Education; Grants

Identifiers: Tertiary Education; Universities Council; Advanced Education Council; Technical and Further Education Council

Abstract: This report contains the Commission's recommendations on the allocation of recurrent and capital funds among the three sectors of tertiary education for 1979. The recommendations are in accordance with the Government's 'Guidelines for Education Commissions, 1979-81' which are set out in Appendix A.

The recommendations of the Universities Council, the Advanced Education Council and the Technical and Further Education Council, which were taken into account by the Commission in formulating its own recommendations, are included as Appendices B, C and D.

The Commission recommends capital grants of $66.5m and recurrent grants of $50m for TAFE in 1979. These grants are expressed in December (and December quarter) 1977 cost levels.

TD 449
State Clearinghouse: ACT 3.34

Gilmour P; Lansbury R
First line management: a study of supervisory level education in Australia. Australia, Canberra: Technical and Further Education Commisssion, 1977, 300p.

Access: Mfiche

Series: (Research Report No.15)

Descriptors: Supervisory Training; Administrator Education; Curriculum Evaluation

Abstract: The purposes of this study were to investigate the nature of courses in supervision and first-line management offered in TAFE institutions throughout Australia and to recommend future programs and policies in this field.

Data were gathered by means of questionnaires, personal interviews and observation.

The study concluded that supervisory education in TAFE was in a state of decline while, in general, the supervisor's job was becoming more complex and significant. It is proposed that TAFE should reorganise and redesign its current programs to meet the changing needs of the firstline manager and supervisor.

A number of recommendations for future TAFE activities are offered, among them: taking the supervision course out to the community; widening the scope of acceptable entry requirements; and ensuring greater compatability in the structure and content of supervision courses throughout Australia.

TD 450
State Clearinghouse: ACT 3.35

Beeson W
Overcoming specific deficiencies in the knowledge background of beginning TAFE students. Australia, Canberra: Technical and Further Education Commission, 1977, 352p.

Access: Mfiche

Price: Free

Series: (Research Report No.14)

Descriptors: Knowledge Level; Educational Background; Individualised Instruction

Identifiers: TAFE Students

Abstract: A study of one hundred and thirty one first year physics students and their teachers was undertaken to test a method of identifying and overcoming specific deficiencies in the students' background knowledge.

It was found that:

(1) the students reacted favourably to the use of individualised learning units to catch up on prerequisite skills;

(2) students thought it reasonable to catch up on prerequisite skills in their own time;

(3) teachers were able to write successful catch up learning units based on the relevant theory;

(4) teachers also reacted favourably to the catch up approach;

A series of recommendations concerning the use of the approach and its further development are offered.

TD 451
State Clearinghouse: ACT 3.36

Raftery J
An investigation of the learning difficulties of fitting and turning apprentices. Australia, Canberra: Technical and Further Education Commission, 1977, 90p.

Access: Mfiche

Series: (Research report No. 13)

Descriptors: Apprenticeships; Machine Tool Operators; Learning Problems; Trade and Industrial Education; Industrial Training

Abstract: The aims of the study were to investigate the characteristics of students with learning difficulties, to evaluate a method of detecting these students and to apply this knowledge to establish an appropriate method of intervention.

Conventional measures of intelligence and aptitude taken by themselves were found to be inadequate as detection instruments. Appropriate attainment tests combined with teacher observation and interview of students were found to be more successful.

Of the one hundred and twenty six first year fitting and turning apprentices surveyed, about one third were found to have learning difficulties. Within this group two subgroups were distinguished; students with basic educational skill deficits and students with adequate skills but poor motivation. Students with learning difficulties were clearly differentiated from successful students on three categories of variables; educational attainment, personal characteristics and institutional variables. Suggestions for the improvement of the learning opportunities of these students are made.

TD 452
State Clearinghouse: ACT 3.37

Kangan M; Smith G
Removing post school learning barriers: handicapped people. Australia, Canberra: Technical and Further Education Commission, 1977, 54p.

Access: Mfiche

Price: Free

Series: (Research Report No. 12)

Descriptors: Disabilities; Blindness; Deafness; Access To Education; Postsecondary Education

Identifiers: Social, Psychological and Physiological Barriers To Vocational Training

Abstract: The purpose of this study was to identify, with a view to removing, social, psychological and physiological barriers impeding the access of handicapped people to vocational learning. Complete blindness, profound deafness and severely restricted mobility were the three types of handicap selected for study, but because of difficulties in locating clients the study proper was limited to the first two groups.

The main finding of the study was that blind and deaf post school students needed more help than was currently available. The problems of the deaf related to written and oral communication while the main problem of the blind was in obtaining access to reference material in a usable form. The difficulties experienced by the deaf were found to be particularly severe, requiring urgent attention.

TD 453
State Clearinghouse: ACT 3.38

Gordon M; McCalden G
Women and technical education. Australia, Canberra: Technical and Further Education Commission, 1977, 246p.

Access: Mfiche

Price: Free

Series: (Research Report No.9)

Descriptors: Womens Education; Educational Opportunities; Career Guidance; Technical Education; Vocational Education

Abstract: The objective of the study was to examine factors which might adversely affect opportunities for women in technical education. Information was gathered by means of interviews with women and girls and with such groups as employers and teachers.

Major findings of the study included:

(1) a substantial segment of the female population was unaware of the range of courses offered in technical colleges;

(2) many women were prevented from enrolling at technical colleges because of entry requirements or class timetabling;

(3) many courses traditionally pursued by women did not lead to a recognised qualification, while comparable courses undertaken by men did so;

(4) country technical colleges and possibly suburban colleges appeared to function as a social focus for many female students;

(5) many employers did not provide equal opportunity and encouragement to women to improve their qualifications and job status.

TD 454
State Clearinghouse: ACT 3.39

Falkenmire G
Nature, extent and effect of adult illiteracy: "me teacher never learned me proper". Australia, Canberra: Technical and Further Education Commission, 1977, 42p.

Access: Mfiche

Price: Free

Series: (Research Report No. 8)

Descriptors: Adult Education; Illiteracy; Indigenous Populations; Migrants; Disadvantaged; Educational Opportunities

Abstract: The purpose of this study was to investigate the nature, extent and effect of adult illiteracy with some follow-up development of instructional materials by the State authorities. Information was gathered by means of questionnaires administered to people enrolled at New South Wales evening colleges, workshops for the intellectually handicapped and classes conducted by the Adult Migrant Education Service.

Three distinct groups with literacy problems were identified: (1) native born Australians; (2) migrants; (3) intellectually handicapped or emotionally disturbed persons in institutions.

The study found that many people wished to but had not had the opportunity to participate in literacy programs, the main reasons advanced being location of classes, physical inability and embarrassment on the part of the individual. Among other things, the report recommends expansion of volunteer tutor programs and the development of a television series similar to the BBC 'On the Move'.

TD 455
State Clearinghouse: ACT 3.40

Australia. Department of Education
1975 survey of students in technical and further education. Canberra: 1978, 187p.
ISBN 0 6420 3763 9

Access: Hard Copy

Price: Free

Series: (Research Report No.5)

Descriptors: Socioeconomic Background; Students; Technical Education; Vocational Education; Career Choice; Youth Employment

Abstract: This was the first (and to date the only) national survey of TAFE students in Australia. It was based on a mailed questionnaire which was sent to a 3% stratified sample of all TAFE enrolments in 1975 which yielded 10,069 returns (an excellent response rate of 75% for this type of survey).

The survey produced substantial information on the socioeconomic backgrounds of TAFE students, their ethnic backgrounds, their previous educational histories and educational aspirations, as well as details on employment and finances.

TD 456
State Clearinghouse: ACT 3.41

Lynch M L
Lifelong education for practising farmers. Australia, Canberra: Technical and Further Education Commisssion, 1977, 52p.
ISBN 0 9092 7911

Access: Mfiche

Price: Free

Series: (Research Report No.16)

Descriptors: Farmers; Agriculture; Education; Educational Opportunities

Abstract: This study looked at the need for agricultural education in the Hunter Valley and Northern Tablelands area of New South Wales. Information was gathered using questionnaires administered to a sample of farmers, as well as students and ex-students of an agricultural college.

The study revealed a lack of suitable opportunities for practising farmers to continue their education to keep pace with developments in agriculture. The type of educational activity most favoured by farmers was a short course of a practical nature providing information directly applicable to their own situations.

TD 457
State Clearinghouse: ACT 3.42
TAFE in Australia: report on needs in technical and further education. Canberra: Australian Committee on Technical and Further Education, 1974, 173p.

Access: Interlib

Descriptors: Educational Finance; Technical Education; Vocational Education; Adult Education; Financial Needs

Identifiers: Kangan Report

Abstract: The purpose of this report was to advise Government on the financial assistance that it should make available to the States for TAFE from 1 July 1974 until 31 December 1975, and the conditions under which the assistance should be granted. Other measures to ensure the well balanced development of TAFE were also suggested.

The central theme of the work is the removal of barriers to TAFE courses. A major conclusion is that if TAFE is to fulfill its role and be accessible to adults without discrimination then research must be encouraged. An important recommendation is that a TAFE Technology Centre be established to develop learning aids and to carry out research activities.

TD 458
State Clearinghouse: ACT 3.43
Ritchie R G
Computerbased statistical systems overseas. Australia, Canberra: Technical and Further Education Commission, 1976, 41p.

Access: Mfiche

Price: Free

Series: (Research Report No.2)

Descriptors: Educational Administration; Statistical Studies; Data Collection; Statistical Data; Computers

Identifiers: Australian TAFE Systems Adaptability; Student Statistics; Overseas Systems

Abstract: This study investigated centralised computer based data collection systems in operation overseas with a view to implementing such a system for the handling of Australian TAFE student statistics.

The author visited several organisations overseas and identified aspects of each of the systems used which could be applied to the TAFE situation.

The main considerations in developing systems for the TAFE national collection appeared to be:

(1) the development of standards which would ultimately enable incorporation of relevant and comparable statistics from all elements of the TAFE sector;

(2) the use of methods and systems which would be comparable with other elements of the post secondary education field.

TD 459
State Clearinghouse: ACT 3.44
Australia. Technical and Further Education Commission
Report for the triennium 1977-1979. Canberra: 1976, 359p.

Access: Interlib

Price: Free

Descriptors: Educational Planning; Educational Finance; Educational Objectives; Educational Policy

Identifiers: Triennial Program 1977-79

Abstract: The introductory section sets out the events leading up to the Report and the financial and general guidelines within which it has been framed.

The next section is concerned with the present and future role of TAFE in Australia and assembles a number of arguments for an increasing share of public outlays on education to be devoted to TAFE. It also sets out certain broad policies which the Commission believes should be followed in a Commonwealth program of assistance to TAFE.

Section C contains detailed recommendations for capital and recurrent grants in 1977 and possible programs of assistance in 1978 and 1979. The final chapter deals with research and investigation in TAFE. Funds are sought to pursue applied projects directly related to the Commission's policy objectives.

TD 460
State Clearinghouse: ACT 3.45
Australia. Technical and Further Education Commission
Submission to the Committee of Inquiry into Education and Training, 1977. Canberra: 1977, 271p.

Access: Interlib

Descriptors: Educational Planning; Educational Objectives; Educational Development; Educational Trends; Labour Market; Vocational Training

Identifiers: Transition From School; Submission To Williams Committee

Abstract: The submission discusses the pattern of educational development in Australia and the adequacy of current provision, and establishes a perspective for educational planning for the remainder of the century. Particular attention is paid to the role of the education system in relation to the labour market, this reflecting the emphasis of the terms of reference for the Committee on Inquiry.

Major conclusions relate to the school, the post-school and the employment sectors.

Among other things it is noted that TAFE is not as efficient as it should be, its capacity to discharge its role being reduced by:

(1) inadequate staff preparation and development;

(2) insufficient effort in curriculum development;

(3) a lack of appropriate learning materials;

(4) higher attrition rates among students than the community has a right to expect; and

(5) inflexibilities in organisation and staffing structures.

TD 461
State Clearinghouse: ACT 3.46

Sumner R J; Kerkham L
A college of further education in its local community. Australia, Canberra: Technical and Further Education Commission, 1976, 136p.

Access: Mfiche

Price: Free

Series: (Research Report No.6)

Descriptors: Community Education; Adult Education; Technical Education; Vocational Education; School Community Relationship

Abstract: This study of the Panorama Technical College in South Australia was undertaken to investigate the type of students who undertook further education courses and the relationship between the College and its local community.

Information of students' age, sex and occupation was extracted from the College's enrolment cards and a detailed questionnaire was sent to three hundred students in the School of General Studies who lived in the area of the College.

Two hundred households in the locality of the College, whose residents were not participating in College courses were also surveyed to gain information on the community's view of the College.

Overall, the College enrolment was drawn from diverse geographical locations and occupational groups. Young people formed the bulk of the enrolment. The students in the School of General Studies were mainly middle class which may reflect the social status of the areas surrounding the College. Generally, the College was seen as having had positive impact in its local community.

TD 462
State Clearinghouse: ACT 3.47

Wassel M
Problems of unemployed youth in the western region of Melbourne. Australia, Canberra: Technical and Further Education Commission, 1976, 87p.

Access: Mfiche

Price: Free

Series: (Research Report No.5)

Descriptors: Unemployment; Youth; Educational Sociology; Aspiration; Family Environment; Migrant Youth

Identifiers: TAFE Courses

Abstract: This study was undertaken to investigate factors influencing students' decisions to undertake further study or to join the work force (or become unemployed) with particular emphasis on participation in TAFE courses.

Three groups of youth in the 15-19 age group living in the Footscray-Sunshine area were considered. These were unemployed youth, youth who had returned to school as they were unable to find employment and youth who were continuing to study at Footscray Technical College.

The effects of factors such as family and educational background, migrant status, aspirations, knowledge of TAFE colleges and employment history were considered.

The major findings were that the unemployed and those who returned to school generally had more difficulty at school than the College students; the majority of youth felt that their schools had not prepared them for a job, and financial considerations were important in many of the youths' decisions to leave school.

TD 463
State Clearinghouse: ACT 3.48

Kendall L R
Aboriginal access to the use of technical and further education. Australia, Canberra: Technical and Further Education Commission, 1976, 56p.

Access: Mfiche

Price: Free

Series: (Research Report No.4)

Descriptors: Australian Aboriginal Education; Educational Opportunities; Access To Education; Aboriginal Students

Abstract: This paper sets out the results of the Aboriginal Consultative Group inquiry into Aboriginal access to and use of technical and further education facilities.

Data was collected from a variety of sources,including responses to structured interviews with Aborigines drawn from a number of different communities, and discussions with TAFE staff at various institutions.

A program for immediate action was detailed, with cost estimates for implementation at the national, state and institutional level. This program involved the appointment of national and state co-ordinators of Aboriginal TAFE, and "link" persons at individual institutions, as well as the establishment of a consultative network. Increasing the special programs for Aboriginal TAFE was seen as a longer term project.

Further research was recommended to develop adequate valid TAFE statistics for Aborigines, to investigate funding assistance for financially handicapped Aborigines, and to liaise with Aboriginal Hostels Ltd for the provision of adequate housing for Aboriginal students in TAFE institutions.

TD 464
State Clearinghouse: ACT 3.49

Kendall L R
TAFE for Aborigines. Australia, Canberra: Technical and Further Education Commission, 1977, 245p.

Access: Mfiche

Price: Free

Series: (Research Report No.3)

Descriptors: Australian Aboriginal Education; Student Needs; Indigenous Populations; Community Education

Abstract: The purpose of this investigation was to explore the TAFE needs of Aborigines and, where appropriate, to recommend broad guidelines for future action.

Data was collected from five sources: available national statistics; responses (230) to structured interviews with Aborigines drawn from a variety of areas; written submissions from Aboriginal institutions, TAFE institutions and individuals; discussions with TAFE staff at a number of institutions; and relevant literature.

The major issues which emerged from this investigation were: the need for the systematic collection of statistical data relevant to Aboriginal participation in TAFE; for the re-orientation of many existing TAFE resources to ensure their greater utilisation by Aborigines; and the increased development of a number of special community based programs to better meet the particular needs of many Aboriginal communities.

TD 465
State Clearinghouse: ACT 3.50

Richardson E; Clayman L
Vocational awareness in students - are the schools doing enough? Australia, Canberra: Technical and Further Education Commission, 1975, 19p.

Access: Mfiche

Price: Free

Series: (Research Report No.1a)

Descriptors: Career Counselling; Vocational Maturity; Careers; Employment Opportunities; Educational Sociology

Abstract: The aim of this study was to determine how familiar were students about to leave school with the options open to them both for immediate employment and further educational studies.

A survey of fourth formers in four schools from different socio-economic and geographic areas was carried out using a printed questionnaire, in an attempt to ascertain the effects of factors such as parental occupations and school subjects on career choices, and to determine the extent to which students were aware of career opportunities.

The major findings of the study were that nearly 60 per cent of the students felt that their careers guidance had been inadequate and that considerably more of those planning to leave school at the end of fourth form had made plans for a future career than those planning to continue.

TD 466
State Clearinghouse: ACT 3.51

Richardson E; Clayman L
Attitude of employers of fitting and machining apprentices towards apprentices. Australia, Canberra: Technical and Further Education Commission, 1976, 11p.

Access: Mfiche

Price: Free

Series: (Research Report No. 1)

Descriptors: Employer Attitudes; Apprenticeships; Machine Tool Operators; Trade and Industrial Education; Training

Abstract: The purpose of this report is to examine the attitudes of the employers of fitting and machining apprentices towards their apprentices and apprenticeship, with the

aim of complementing previous studies on fitting and machining apprentices.

Questionnaires were distributed to some 300 employers in Sydney and nearby areas, with a response rate of 11.7%

Generally, the survey indicated that employers felt the present apprenticeship scheme provided a satisfactory form of training, but only 51.8 per cent of respondents felt that the applicants for apprenticeships were of as high a quality as those of five years previously.

TD 467
State Clearinghouse: NSW 3.20

New South Wales. Dept of Technical and Further Education
Sheetmetal Trade course: major review report. Sydney: 1978, 50p.

Access: Mfiche

Price: Free

Descriptors: Trade and Industrial Education; Occupational Surveys; Sheetmetal Workers; Surveys

Abstract: This report describes the methodology and findings of a review of the Sheetmetal Trade course in NSW. The review data were gathered by a questionnaire survey of students, and teacher seminars as well as a survey of the industry.

The report contains the results of a bibliographic search and a job analysis of the skills of sheetmetal workers.

Recommendations are made for revising the course and for the introduction of modularisation of the syllabus.

TD 468
State Clearinghouse: NSW 3.21

Rumsey D J
A study of the use of the self-paced individualised instruction in industrial training at Qantas. Sydney: 1976, 107p.

Access: Mfiche

Price: Free

Descriptors: Individualised Instruction; Trade and Industrial Education; Aviation Mechanics; Pretests Posttests

Abstract: This research project seeks to compare conventional large group lessons and equivalent individualised programs as methods of training ground engineers at Qantas. The comparison is made in terms of capital and recurrent costs and the retention of student performance over time. In addition, the contribution of the various individual differences between students to the observed variance of the post test scores is investigated.

The findings of the project suggest that, with elementary cognitive subject material, individualised instruction provides a viable strategy for industrial training situations in which the simultaneous student demand is three students or less.

TD 469
State Clearinghouse: NSW 3.22

Beattie-Jeave A
A review and synthesis of literature on the differential effects of various characteristics of multiple choice test items on student test performance, item and test characteristics. Sydney: 1978, 149p.

Access: Mfiche

Descriptors: Multiple Choice Tests; Trade and Industrial Education; Literature Reviews; Technical Education

Abstract: This review of the literature into the area of multiple choice testing was made in response to the increasing demand of technical college teachers for information about various characteristics of the multiple choice item.

The review covers such topics as how teacher and student judgements of various properties of multiple formats affect student performance; is there an optimal number of alternatives in multiple choice items; what are the effects of answer changing on performance of multiple choice and true-false tests?

The results of the review are synthesised but no evaluation of the research has been attempted.

TD 470
State Clearinghouse: NSW 3.23

Lingutla J
Matrix analysis of mathematical skills required in a course for mechanical engineering technicians with the NSW Dept of Technical and Further Education. Sydney: 1977, 83p.

Access: Mfiche

Price: Free

Descriptors: Mathematics Education; Course Evaluation; Trade and Industrial Education; Mechanical Design Technicians

Identifiers: Mechanical Engineering Certificate Course; Matrix Analysis

Abstract: The content of the Mechanical Engineering Certificate course is examined to determine the mathematical skills:

(i) required in the engineering subjects;

(ii) to determine the chronological sequence in which the mathematical skills are

required in the instructional sequence of the engineering subjects;

(iii) to re-organise the mathematics syllabus by matrix analysis so that it provides for the chronological sequence in which the mathematical skills are required in the engineering subjects.

The matrix method was tried as a pilot exercise to examine the relationship of mathematical skills to all other mathematical skills and the engineering subjects. The matrix representation revealed that a few mathematical topics are not being taught prior to their being required in a few engineering subjects.

TD 471
State Clearinghouse: NSW 3.24

Nudd V; Wells C
Review of selection procedures for the Ryde College of Catering Studies and Hotel Administration. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 23p.

Access: Mfiche

Price: Free

Descriptors: Admission Criteria; Student Placement; Prediction; Selection

Identifiers: Hotel and Catering Education; Ryde College of Catering Studies and Hotel Administration

Abstract: A student selection scheme was developed for the selection of students for Associated Diploma and Certificate courses conducted at the College of Catering Studies and Hotel Administration.

The scheme uses data about the student (age, education, work experience, other related courses) and the students scores on a maths test and a catering knowledge test which is considered to be an index of 'interest'.

The report describes the procedure for determining how these variables should be scored and weighted. Methods of evaluating and monitoring such schemes are also described.

TD 472
State Clearinghouse: NSW 3.25

Puren I
The effect of a career education programme on the vocational maturity of year eleven students at a State High School. Sydney: 1977, 122p.

Access: Mfiche

Descriptors: Career Education; Vocational Maturity; High School Students; Program Evaluation

Abstract: This study was designed to evaluate the effects of a particular career education programme in terms of a concept of vocational maturity as measured on Super's Career Development Inventory (CDI). A final sample of sixty, year eleven students in the experimental group was compared with a control group matched on relevant variables comprising 62 year eleven students. A pre-test/post-test design was used.

It was concluded that a well designed career education programme could be one of the factors resulting in increased vocational maturity as measured on Super's Career Development Inventory.

TD 473
State Clearinghouse: NSW 3.26

Wells C G
Student assessment and progression problems in modular trade courses. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 75p.

Access: Mfiche

Price: Free

Descriptors: Learning Modules; Trade and Industrial Education; Evaluation Methods

Identifiers: Butchering; Commercial Cookery; Greenkeeping; Automotive Engineering; Carpentry and Joinery

Abstract: This is a report of a workshop held on 23 June 1981. Prior to the workshop, details were collected on six modular trade courses (Automotive Engineering, Plumbing, Butchery, Commercial Cookery, Horticulture/Greenkeeping and Carpentry and Joinery). The profiles of these courses were presented at the workshop and the following problem areas were discussed:

(1) administration problems relating to the Department's results processing timetable and computer programmes;

(2) the lack of resources for use by students;

(3) prerequisite subjects and progression rules;

(4) the management of students who fail;

(5) weighting of subjects;

(6) the use of end of year and end of course exams covering more than one module;

(7) review of borderline results.

TD 474
State Clearinghouse: VIC 3.17

Victoria. Education Dept. Technical Education Div
Bibliography of retrospective documents held in the Victorian TAFE Clearinghouse, from 1976 to 1978. Melbourne: 1982, 5p.

Access: Hard Copy

Price: Free

Descriptors: Technical Education; Trade and Industrial Education; Educational Specifications; Apprenticeships; Building Trades; Carpenters; Educational Planning; Job Analysis; Information Centres, Language Acquisition; Photography; Staff Development; Statistics; Womens Education

Identifiers: Accelerated Training; Link Courses; Transition

Abstract: The documents listed in this bibliography cover a wide range of educational categories: educational specifications; accelerated apprenticeships; vocational training, TAFE; language development etc. Reference to the descriptors and identifiers listed above will indicate the scope of these retrospective documents.

TD 475
State Clearinghouse: VIC 3.18

Victoria. Education Department. Technical Education Div
Bibliography of questionnaires relating to occupational analysis, 1975 to 1981. Melbourne: 1982, 2p.

Access: Hard Copy

Price: Free

Descriptors: Questionnaires; Data Collection; Occupational Surveys; Job Analysis; Trade and Industrial Education; Auto Mechanics; Bricklaying; Carpenters; Child Care Occupations; Drafters; Engineering Technicians; Food Service Occupations; Horticulture; Photography; Plumbing; Refrigeration Mechanics; Technology

Identifiers: Fitting and Machining; Panel Beating; Ship Design Draftsmen; Survey Technician

Abstract: These questionnaires cover occupations which are listed above as descriptors and identifiers.

TD 476
State Clearinghouse: ACT 3.53

Australia. Department of Education
Teaching English as a second language: index. Canberra: 1982,

Access: Mfiche

Price: Free

Descriptors: Migrant Adult Education; English (Second Language); Migrant Programs

Abstract: This index contains details of selected articles which have appeared in TEFL/TESL Newsletter. All of the items relate to aspects of teaching English as a foreign second language.

The range of topics includes: learning difficulties diagnosis, functional language teaching; preparation of teachers for a multi-cultural society; attainment of communicative competency; teaching methods; and developing writing and listening skills.

TD 477
State Clearinghouse: SA 3.15

Schilling R G
An analysis of the policy-making process of the Interstate Distributive Education Curriculum Consortium. Columbus: Ohio State University, 1981, 280p.

Access: Mfiche

Descriptors: Policy Formation; Institutional Cooperation; Postsecondary Education; Curriculum

Identifiers: Laswell's Decision Phase Analysis Model

Abstract: This study examines the policy process as it relates to the development of curriculum materials within one vocational education consortium, the Interstate Distributive Education Curriculum Consortium (IDEC) located at Columbus, Ohio.

The study was concerned with three main objectives. These were:

(1) to describe, analyse and interpret the policy process as perceived by experienced administrators and teaching faculty;

(2) to ascertain the type of involvement that took place within the various stages of the policy process;

(3) to identify strengths and weaknesses of the policy process.

Data showed that the majority of respondents were well satisfied with the structure, management and current products of the IDECC consortium. The policy and decision making process was found to be a remarkably open and formative process.

A range of factors that have contributed to and limited the sucess of the consortium in particular, to consortial arrangements in general, and to future research into multi-state, vocational education consortia conclude the study.

TD 478
State Clearinghouse: SA 3.16

Hailstone D L; Pulsford T M
South East Link Course Evaluation 1980. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 214p.
ISBN 0 7243 9164 9

Access: Mfiche

Price: Free

Descriptors: Student Needs; Institutional Cooperation; Educational Cooperation; Youth Employment; Youth Programs

Identifiers: Link Courses; Transition Education

Abstract: In response to problems young people were having in making the transition from school to work, a committee structure was established in the South East of South Australia to coordinate activities between schools and the TAFE college in the Mount Gambier region. This committee successfully applied to the Schools Commission for an innovations grant in 1979 to fund a link course programme in which students from surrounding schools would attend classes at the South East Community College in Mount Gambier. The body responsible for administration of these funds was named the Lower South East Link Course Authority.

In December 1979 the Authority approached the Director General of the Department to arrange for personnel to conduct an evaluation into the organisational structure and the student outcomes of the Lower South East Link Course Programme.

Information was collected from the following groups: students and staff (by questionnaires); exstudents and parents (structured interview); key administrators and selected employers (confidential interview).

Analysis of the data indicated the system was achieving its goals in respect of student outcomes, and that the organisational structure was remarkably adept at promoting communication, encouraging innovation, and in making the changes necessary to cope with changing resources and with new ideas.

TD 479
State Clearinghouse: SA 3.17

Raftery J
Strategies in mathematics: a case study of sheetmetal apprentices. Adelaide: 1980, 193p.

Access: Mfiche

Price: Free

Descriptors: Mathematics; Ability; Skills

Identifiers: Sheetmetal Apprentices; Specific Strategy; Executive Strategy

Abstract: It is generally accepted that a large proportion of technical college trainees, apprentices and technicians, lack appropriate mathematics ability. In this study it is hypothesized that a major source of failure is the lack of appropriate strategies to apply mathematics skills and knowledge.

Two types of strategies were examined. The first was Specific Strategy; the second type was Executive Strategy. Information and Operations components were added to provide an information processing framework with which to examine performance.

The results of the study clearly support the hypothesis that poor strategy development and use is a major source of error. In the experimental teaching program several limitations prevented an adequate exposure to the treatment. The results are sufficiently encouraging to warrant further experimentation.

TD 480
State Clearinghouse: SA 3.18

South Australia. Dept of Technical and Further Education
Projects in progress - research, development and evaluation relating particularly to TAFE courses. Adelaide: 1982, 4p.

Access: Mfiche

Price: Free

Descriptors: Research Projects; Evaluation; Development

Abstract: Listed are thirteen applied educational research projects in progress in the Dept of Technical and Further Education, South Australia. Most of the projects are curriculum oriented. A commentary is provided in which information is given regarding the stage of development of each project.

TD 481
State Clearinghouse: SA 3.19

Broderick J S
An investigation into the curriculum development processes in TAFE in Australia. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 818p.

Access: Mfiche

Price: Free

Series: (TAFE Council Research Report)

Descriptors: Curriculum Development; Policy; Vocational Education

Abstract: The purpose of this study was to ascertain, as far as practicable, how the TAFE authorities of the Australian States and Territories conduct the curriculum development processes of new and revised vocational courses.

The project team, Broderick and Kuhl, were together responsible for developing, seeking endorsement of and implementing both the research and management strategies. A National Steering Committee was formed to advise the project team. The membership

comprised delegates from each of the six States, two Territories, TAFEC and the project team members.

The aims of the investigation were:

(1) to report on curriculum policy and practice within TAFE in Australia;

(2) to identify different patterns of curriculum development within the TAFE sector;

(3) to identify common elements in approaches to the development of TAFE courses;

(4) to identify unique procedures and the instance of where and when they occur;

(5) to identify the most important variations in approach;

(6) to establish reasons as to why variations exist.

Thirteen common core curriculum development processes were selected and subsequently verified by the National Steering Committee.

This document is a detailed report which contains: information on the design and methodology used; overview of the States and Territories organisational and administrative structure (Section II); selected case studies and a comparative analysis of TAFE vocational curriculum development processes in Australia. The National findings and National recommendations form Sections VI and VII of the report.

A limited number of hard back copies of the document is available. In those copies for general distribution, the attachments in Section II and the case studies in Section III are produced on microfiche.

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National TAFE Clearinghouse
Australia

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D. J. WOOLMAN, Government Printer, South Australia

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Australian Capital Territory TAFE Clearinghouse
Office of A.C.T. Further Education
P.O. Box 826
Woden 2606 (062) 89 7100

New South Wales TAFE Clearinghouse
Department of Technical and Further Education
P.O. Box K638
Haymarket 2000 (02) 219 9365

Northern Territory TAFE Clearinghouse
Vocational Training Commission
P.O. Box 2056
Darwin 5794 (089) 82 1524

Queensland TAFE Clearinghouse
Division of TAFE
P.O. Bag 3
South Brisbane 4101 (07) 392 1902

South Australian TAFE Clearinghouse
Department of Technical and Further Education
P.O. Box 2352
Adelaide 5001 (08) 227 4299

Tasmanian TAFE Clearinghouse
Division of Further Education
110 Murray Street
Hobart 7000 (002) 30 6643

Victorian TAFE Clearinghouse
Technical Education
Education Department
Level 14
Nauru House
80 Collins Street
Melbourne 3000 (03) 651 0694

Western Australian TAFE Clearinghouse
Technical Education Division
Education Building
151 Royal Street
East Perth 6000 (09) 42 0431

NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research
and Development Ltd,
296 Payneham Road
Payneham 5070 (08) 42 7905

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INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November, 1978. Six State and two Territory Clearinghouses are linked together by the National TAFE Clearinghouse. These Clearinghouses are responsible for accessing documents and distributing copies of documents in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into a hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also. Thus the Australian TAFE Clearinghouse system provides a unique opportunity for teachers, administrators and researchers to be aware of current happenings in technical and further education.

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initiatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initiatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. lecturers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials (new and amended)
- Tests, questionnaires, etc.
- Feasibility studies
- Catalogues of instructional materials
- Bibliographies

Only completed documents are accepted.

SOME TECHNICAL FEATURES OF THE SYSTEM

Methods of Searching

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AEII data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

ERIC Descriptors and Subject Identifiers

The TAFE information has been accessioned using the following range of terms, all of which are used in the compilation of the subject index:

DESCRIPTORS: ERIC descriptors

and

IDENTIFIERS: (added as necessary)
- AEI subject identifiers
- TAFE subject identifiers

Descriptors

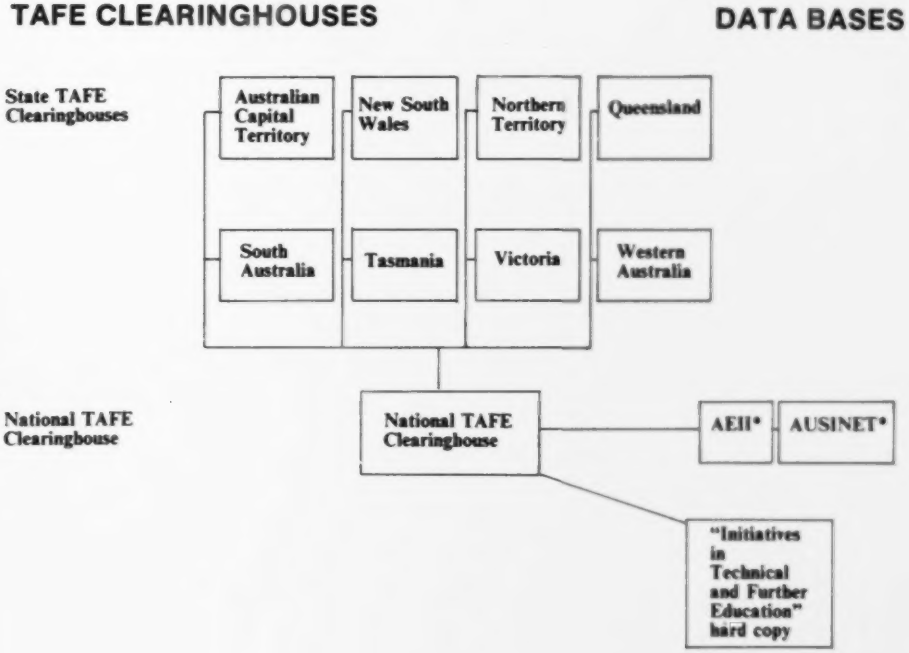
TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Thesaurus of ERIC Descriptors*, which constitutes an authority list of broad, narrow and related terms applied to the field of education. It is sometimes necessary to make some changes so that terms conform to Australian usage. The Australian Council for Educational Research (ACER) continually modifies the list of ERIC descriptors during the formation of the Australian Education Index publications; additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Also, terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the ERIC Thesaurus and for new terms, such as names of specific conferences, which have not previously been used. Both descriptors and identifiers have been used in the compilation of the subject index in this publication.

Network of TAFE Clearinghouses

Below is a diagram which illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.



*Includes TAFE Clearinghouse entries

USERS OF THE SYSTEM

HOW TO CONTRIBUTE

Persons can contribute to the Clearinghouse by filling in a "TAFE Clearinghouse Accession Form" and forwarding it, together with one copy of the submitted document, to the appropriate TAFE Clearinghouse. Accession forms are available from the State or Territory TAFE Clearinghouse. A sample accession form is located in this booklet.

REQUESTS FOR DOCUMENTS

Once a particular document has been located by either an on-line or manual search, requests for documents must be forwarded to the State or Territory from which the document originated. A photo-reduced sample of a document request form is to be found on page xv and a list of addresses of TAFE Clearinghouses is given on page v. Persons wishing to request a document can obtain a document request form from the appropriate State or Territory TAFE Clearinghouse or possibly from a TAFE College. Copies of documents may be supplied to libraries of educational institutions. Students and staff of these institutions should approach the library rather than the Clearinghouse. Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

Search Requests

Some TAFE Clearinghouses are able to offer a reference service whereby searches are made for TAFE documents about nominated topics. As not all Clearinghouses may offer this service, persons interested in having a search conducted would need to enquire about the possiblity from the appropriate State or Territory Clearinghouse.

HOW TO USE THIS BOOKLET

Types of Indexes

One can search for particular types of projects by using the following indexes:

- author index
- subject index

The last index contains ERIC descriptors and AEI and TAFE subject identifiers mentioned on pages ix and x of the introduction.

Author Index

Consult this index if you know the name of the author of the document you are seeking.

Example

Hocking H—TD 198

The accession number directs you to item 198 in the Document Entry section.

Subject Index

If you know the subject matter of the project for which you are searching, or if you wish to learn which items are available on a subject in which you are interested, look under the name of the subject in the Subject Index. Subjects in this index are arranged in alphabetical order. Each entry consists of the accession number of a document.

Example

Staff Development

TD 543 TD 579
TD 559

The accession number TD 543, TD559 and TD 579 enable you to turn to the relevant entry in the Document Entry section, where the items are listed in accession number order.

Having found the accession number(s) of the document(s) in which you are interested, turn to the Document Entry section which begins on page 1. Here you will find details of each item. Documents in the Document Entry section are listed in accession number order. A sample of a document entry and an explanation of terms appears on page xii.

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SAMPLE OF A DOCUMENT ENTRY

TD 1
State Clearinghouse: NSW 1-1
Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 80p.

Access: Hard Copy
Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; Postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarizes the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

EXPLANATION OF TERMS

TD—stands for "TAFE document."

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse.

Source for obtaining document—These letters specify the particular State or Territory Clearinghouse (in this instance, NSW stands for New South Wales).

State Clearinghouse Accession Number

Author(s)

Title

Publisher, date of publication and pagination.

Access—This specifies the type of copy available:
"M-fiche" means microfiche,
"Hard Copy" means paper copy, and
"Interlib" means inter-library loan.*

Price—The information listed is either:
"Actual Price",**
"Available on Request",
or "Free".

Descriptors—These are subject terms which characterize substantive content. They are assigned from the *Thesaurus of ERIC Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the ERIC Thesaurus. Identifiers are assigned by State and National TAFE Clearinghouses and by AEI. The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarizes the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*Persons requiring documents which are available on inter-library loan are requested to contact an appropriate library, where loan arrangements can be made.

**This is a statement of cost at date of publication.

SAMPLE OF A TAFE CLEARINGHOUSE ACCESSION FORM (PHOTO-REDUCED)

Persons can contribute to the TAFE Clearinghouse System by forwarding a completed accession form, together with one copy of their document, to the appropriate State or Territory TAFE Clearinghouse. Forms are available from the State or Territory TAFE Clearinghouses or, in many cases from TAFE Colleges. Below and on the next page is a photo-reduced sample of the accession form.

T.A.F.E. CLEARINGHOUSE ACCESSION FORM

HOW TO FILL IN FORM:
- COMPLETE SECTION A ONLY
- PLEASE WRITE IN CURSIVE FORM (Do not Print)
- ONLY FILL IN CATEGORIES MARKED ☑
- CONTACT STATE CLEARINGHOUSE IF HELP IS NEEDED
- FORWARD FORM TO STATE CLEARINGHOUSE

STATE CLEARINGHOUSE ADDRESS

SECTION A (TO BE COMPLETED BY THE AUTHOR BY WRITING IN CURSIVE FORM IN CATEGORIES MARKED ☑)

SUBJECT CATEGORY	002	
TITLE ☑	004	
PUBLICATION DATE ☑	006	
AUTHOR(S) ☑ SURNAME FIRST FOLLOWED BY GIVEN NAMES IN FULL	202	
CORPORATE AUTHOR	203	
INSTITUTION (PUBLISHER) NAME AND ADDRESS ☑	204	
PLACE OF PUBLICATION ☑	206	
SERIES (E.G. DISCUSSION PAPER NO.3) ☑	207	
PUBLICATION TYPE	300	
ABSTRACT/BRIEF DESCRIPTION ☑ UP TO 150 WORDS. INCLUDE PURPOSE, TYPE OF STUDY, RESEARCH SAMPLE, SOURCE, TREATMENT AND PRESENTATION OF DATA, FINDINGS, CONCLUSIONS, SPECIAL FEATURES	400	
AUTHOR'S SUGGESTIONS FOR KEY WORDS (E.G. SUBJECTS, PLACES, NAMES) ☑		
NO. OF PAGES (OR NOTES) ☑	580	
CONTACT PERSON ☑ NAME, POSITION, TELEPHONE NO.		
STAGE OF DEVELOPMENT ☑ TICK ONE BOX		PROJECTS IN PROGRESS ☐ COMPLETED ☐ — ACTUAL OR PLANNED YEAR OF COMPLETION ☐
ANY OTHER COMMENTS ☑ (E.G. PROJECT ONGOING, REGISTERED IN OVERSEAS INVENTORY)		

OFFICE USE ONLY

SECTION B (TO BE COMPLETED BY THE STATE CLEARINGHOUSE OFFICER)

ISBN	597					ISSN				
AVAILABILITY OF DOCUMENT ADDRESS										
STATE ACCESSION NO.						CALL NO.				
ACCESS TO DOCUMENT		HARD COPY		MICROFICHE		INTERLIBRARY LOAN				
PRICE FILL IN ONE BOX	598	ACTUAL WRITE COST		AVAILABLE ON REQUEST		NIL WRITE NIL				
DESCRIPTORS										
SUBJECT IDENTIFIERS										
NAME IDENTIFIERS										
ANY OTHER COMMENTS E.G. ASSOCIATED MATERIALS										

SECTION C (TO BE COMPLETED BY THE NATIONAL CLEARINGHOUSE OFFICER)

ACCESSION NO.		
DESCRIPTORS (ERIC)	602	
SUBJECT IDENTIFIERS	604	
NAME IDENTIFIERS	605	

SECTION D

DATE	BASE	NAME	AEII	DOCUMENT NO.	INPUT ID 080

ADDRESS OF NATIONAL CLEARINGHOUSE OFFICER :

TAFE NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT LTD.
296 PAYNEHAM ROAD
PAYNEHAM
SOUTH AUSTRALIA 5070

TELEPHONE (08) 42 7905

SAMPLE OF A DOCUMENT REQUEST FORM (PHOTO-REDUCED)

Document request forms are available from State and Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges. Below is a photo-reduced sample of the request form to be completed by persons requiring a copy of an accessioned document.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

All persons requesting copies of document(s) accessioned into the TAFE Clearinghouse System are asked to complete this form and forward it to the relevant State or Territory TAFE Clearinghouse.

REQUEST BY _____ DATE _____

POSITION _____

ADDRESS _____

POSTCODE _____

TELEPHONE _____

TITLE OF DOCUMENT _____

ACCESSION NO. _____

PUBLISHER _____

DATE OF PUBLICATION _____

OTHER COMMENTS:

If you are a student or a member of the staff of an educational institution please name the institution.

DOCUMENT ENTRIES

TD 482
State Clearinghouse: NSW 4-1

Bachmann H E; Naylor G J
Survey of student wastage in the division of Commercial Studies. New South Wales, Sydney: Dept of Technical and Further Education, 1982, 25p.

Access: Mfiche

Price: Free

Descriptors: Dropouts; Motivation; Persistence; Student Attrition; Withdrawal (Education)

Abstract: This study aimed at investigating the reasons for discontinuation of certificate courses in the Commerce Division of the School of Business and Administrative Studies. Students who had not attended classes for four consecutive weeks were sent a questionnaire which would provide a profile of the students, their motivation and expectations, their attitude to the course and their reasons for leaving it. There were grounds for belief that the survey was under-enumerated, so that only trends, not firm conclusions, can be drawn from the survey. These included a finding that the dropout population included proportionally more females than males and more people under twenty than over twenty. There was some evidence that commencing students held false expectations of the courses and the counselling facilities (both formal and informal) were under-utilised.

TD 483
State Clearinghouse: NSW 4-2

Campbell R
An investigation of educational television as a teaching and learning medium for adults: a review and synthesis of the literature. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 66p.

Access: Mfiche

Price: Free

Descriptors: Educational Resources; Educational Television; Program Design; Program Effectiveness

Abstract: This research report reviews and synthesizes the available research concerning the effectiveness of educational television for adult learning. It considers the ways in which television can best be used as a teaching aid as well as the educational and technical considerations to be kept in mind before embarking on a television production for adult students. A detailed annotated bibliography is included in the paper.

TD 484
State Clearinghouse: NSW 4-3

Campbell R; Carter R
Report of the feasibility study for requirements for tuition of (Welding Technology) students in isolated areas. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 52p.

Access: Mfiche

Price: Free

Descriptors: Access To Education; Metallurgical Technicians; Occupational Courses; Teaching Methods; Welding

Identifiers: Directed Private Study

Abstract: This report investigates the possible educational solutions for providing laboratory oriented instruction for students who require further vocational training but whose geographical isolation, work constraints or personal commitments prevent their attending conventional classroom lessons.

It was concluded that a form of directed private study would be the most appropriate learning format in the case investigated. A detailed description of its methodology and rationalization for this choice is included in the report. It was considered also that the suggested format would be equally applicable to a number of other courses which have similar subject characteristics and student populations.

TD 485
State Clearinghouse: NSW 4-4

Forbes C
A survey of 1980 Day Secretarial students in the Central West: extent and nature of employment outcomes. New South Wales, Orange NSW: Dept of Technical and Further Education, Student Counselling Service, 1980, 8p.

Access: Mfiche

Price: Free

Descriptors: Business Education; Employment Opportunities; Office Occupations Education; Secretaries

Abstract: The study aimed to investigate the employment outcomes of 1980 full time secretarial students in the Central West region of N.S.W. Telephone or mail contact was made with 212 of 298 ex-students of 8 rural colleges. Eighty-nine percent were employed, 79% in secretarial or office related work. Ninety-three percent of those

employed were in full time jobs and 87% were employed in their local area. The job relevance of aspects of the Day Secretarial course was investigated. The study presents an optimistic picture of employment prospects for rural secretarial studies students.

TD 486
State Clearinghouse: NSW 4-5

Haworth D
The analysis of job needs in curriculum development. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 46p.

Access: Mfiche

Descriptors: Course Descriptions; Curriculum Development; Occupational Courses; Task Analysis

Abstract: The purpose of this paper is to look at how the transition is made from a knowledge of an occupation and the industry to which it belongs, to a syllabus (statement of aims, objectives, structure, teaching strategies and content).

The scope of the paper is limited to vocational programs. It focuses on the relationship between the syllabus and the occupation or occupations in which the student is employed or intends to obtain employment.

TD 487
State Clearinghouse: NSW 4-6

Goodsir W
The formative years of staff development in New South Wales Technical and Further Education with particular reference to the years 1975-80. Sydney University, Sydney: Dept of Education, 1982, 153p.

Access: Mfiche

Price: Free

Descriptors: Inservice Education; Program Evaluation; Staff Development

Abstract: This project is an attempt to assess the changes in policies and practice relating to staff development in the NSW Department of TAFE throughout the period 1975-80, as well as 'staff development' practice leading up to this time at both State and Commonwealth levels. The period 1975-80 is unique since it witnessed for the first time the intervention of the Commonwealth in funding a special grant for staff development in TAFE throughout the Australian states.

An attempt is made to analyse the procedures developed to disseminate policies and participative approaches to the training and development needs of all staff in NSW TAFE. This study presents a perspective of sustained activity in the area of skills and developmental programs for all categories of staff.

TD 488
State Clearinghouse: NSW 4-7

New South Wales. Dept of Technical and Further Education. *Task force on procedures and practices in curriculum development: a discussion paper.* Sydney: 1982, 50p.

Access: Mfiche

Price: Free

Descriptors: Curriculum Development; Educational Resources; Educational Research; Research Methodology

Abstract: This is a report by a Task Force on Procedures and Practices comprising members from Curriculum Services Division and Educational Resources Branch of NSW Department of TAFE. There is an attempt to identify current practices and procedures and to relate them to needs of schools, colleges, regions and teachers. Interviews were conducted with the Transition Education Unit, Special Groups Unit, Teaching and Learning Unit and other Departmental agencies involved in curriculum research and resource provision. A bibliographic search was undertaken and Departmental documents were consulted. A theoretical base is then proposed for curriculum activities within the Department.

TD 489
State Clearinghouse: NSW 4-8

New South Wales. Dept of Technical and Further Education. Transition Education Unit
Transition education, 1981 and 1982: report for National TAFE Transition Conference. Sydney: 1981, 19p.

Access: Mfiche

Price: Free

Descriptors: Career Awareness; Job Skills; Prevocational Education; Youth Employment; Youth Programs; Link Courses; Transition Education

Abstract: This report describes the policy, function and structure of the NSW Department of TAFE's Transition Education Unit. It also discusses the courses run in 1981 which were: EPUY (Educational Program for Unemployed Youth); Link Courses For Secondary Schools; Link Courses For Hearing Impaired Secondary Students; Work Skills Project; Preapprenticeship and Occupational Awareness for Secondary Education Personnel. This report also outlines the proposed program for 1982.

TD 490
State Clearinghouse: NSW 4·9

Pearson M
A report on an evaluation of life oriented studies and communications in pretrade courses conducted in TAFE in NSW for Aboriginal students. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 45p.

Access: Mfiche

Price: Free

Descriptors: Communication Skills; Course Evaluation; General Education; Prevocational Education

Abstract: This report is concerned with an evaluation of the teaching of two subjects, Communications and Life Oriented Studies. These subjects are taught in pretrade courses which are designed for Aboriginal students in the NSW Department of TAFE. Given the special needs of Aboriginal students these subjects were seen as being particularly important.

The evaluation had two phases. Phase 1 was an investigation of the appropriate nature, purpose and scope of the two subjects in a pretrade program. Phase 2 was a workshop where the teachers concerned developed guides to teaching pretrade Communications and Life Oriented Studies.

TD 491
State Clearinghouse: NSW 4·10

Petruchenia M
Business information processing major review report. New South Wales, Sydney: Dept of Technical and Further Education, 1980, 61p.

Access: Mfiche

Price: Free

Descriptors: Computer Science Education; Curriculum Development; Data Processing Occupations; Information Processing; Programming

Abstract: This report outlines: the types of courses that might be provided by TAFE for the business information processing industry and reviewed by industry as useful; the aims of first courses for the industry that could be provided by TAFE; the content of these courses; considerations to be taken into account in the design and development of these courses.

Information was gathered from samples of private and public organisations involved in data processing, and past and present students. Data presented describe: views of industry, students and graduates on types of courses required; overview of recruitment and training in the information processing industry; aims and content of a first course in commercial programming.

TD 492
State Clearinghouse: NSW 4·11

Robinson J
Students with problems: how teachers can help: a workshop for teachers. New South Wales, Sydney: Dept of Technical and Further Education, Student Counselling Service, 1981, 61p.

Access: Mfiche

Price: Free

Descriptors: Communication Skills; Student Workshops; Teacher Workshops; TAFE Teachers; Vocational Education Teachers

Abstract: This report describes a four - session workshop designed to assist TAFE teachers to more effectively help students with personal and educational difficulties, and generally to enhance the teacher - student relationship. The focus of the workshop is on communication skills.

The report consists of an evaluation conducted on three workshops run with 31 TAFE teachers, a set of course leaders' notes and a set of participants' handouts.

TD 493
State Clearinghouse: NSW 4·12

Ropp F
Chiropody Associate Diploma: Review Committee report. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 152p.

Access: Mfiche

Price: Free

Descriptors: Allied Health Occupations; Curriculum Evaluation; Occupational Courses; Occupational Surveys

Identifiers: Chiropody

Abstract: The aims of the review of this course were to determine: what is a chiropodist/podiatrist and what services are sought by their patients; what skills and areas of knowledge are necessary to become a chiropodist/podiatrist; whether the current course is adequately training people for this profession; what are the future trends in chiropody/podiatry and how will these trends affect the course content and teaching methods.

An industrial survey was carried out as well as a questionnaire survey of teachers, students and course graduates. Podiatry courses conducted in Australia and overseas were also examined. Recommendations for changes in course content and assessment procedure are included.

TD 494
State Clearinghouse: NSW 4·13

Smith R H
Evaluation study of the Automotive Engineering Pre apprenticeship Course. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 100p.
ISBN 0 7240 3782 9

Access: Mfiche

Price: Free

Descriptors: Auto Mechanics; Course Evaluation; Prevocational Education; Student Characteristics

Identifiers: Pre Apprenticeship Courses

Abstract: The aim of the evaluation study was to gather information from automotive engineering pre apprenticeship and day release students concerning background factors, teaching processes and outcomes of course attendance.

The Ainley and Fordham methodology for prevocational course evaluation was modified in this study. Three questionnaires and two tests were administered to pre apprenticeship and day release samples over a period of eighteen months.

The findings reported on include: employment rate; type of job obtained and job stability (for pre apprenticeship students only); job aspirations; work values; self concept and perceptions of the work environment (both samples). When compared with the day release students, the pre apprentice students were more satisfied with their course. They also thought that the pre apprenticeship course had been largely effective in meeting its objectives.

TD 495
State Clearinghouse: NSW 4·14

Soo V
Metal finishing courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1981, 59p.

Access: Mfiche

Price: Free

Descriptors: Curriculum Development; Finishing; Metal Working; Occupational Surveys; TAFE

Abstract: This report examines the relevance of the Electroplating Course, Metal Finishing Operatives Course and the Metal Finishing Certificate Course to the metal finishing industry. A survey of the industry was undertaken, a student questionnaire was administered, informal discussions were held with teachers and ex-students and a bibliographical search was conducted.

The Review Committee recommend: the withdrawal of the courses currently available; the development of a new major course on electrolytic finishing; that short courses should be offered on specific processes or on new technology as required; and that arrangements for course timetable consider needs of students and industry.

TD 496
State Clearinghouse: NSW 4·15

Sweet R
The teenage labour market: trends & prospects. New South Wales, Sydney: Dept of Technical and Further Education, Student Counselling Service, 1981, 23p.

Access: Mfiche

Price: Free

Descriptors: Educational Needs; Employment; Labour Market; Out of School Youth

Abstract: The teenage labour market is examined from the perspective of employment trends. The growth of teenage part time employment in the 1970s is outlined. Developments in office and communications employment is used to illustrate: the rapidity with which teenagers' jobs can disappear; how structural changes affect teenagers more than adults; the way in which teenage job loss stems from factors which include both economic recession and economic growth; and the adverse employment position of girls. Growth in apprenticeship is linked to wage induced distortions in the labour market rather than to economic

growth. A deskilling of the teenage job pool is outlined. Educational consequences of these trends are discussed in terms of retention rates, curriculum change, institutional structures and political tensions.

TD 497
State Clearinghouse: NSW 4·16

Sweet R
Work values and Holland typologies: some side excursions. New South Wales, Sydney: Dept of Technical and Further Education, Student Counselling Service, 1982, 34p.
ISBN 0 7240 3814 0

Access: Mfiche

Price: Free

Series: (Student Counselling Service research report)

Descriptors: Career Choice; Personality Assessment; Vocational Interests; Work Attitudes

Identifiers: Holland Vocational Preference Inventory

Abstract: Four studies are described which explore characteristics associated with occupational choice, course preference and course entry in samples of year 12 students, first year university students and TAFE middle level students. The studies cover 4402 subjects in 64 separate occupational groups. Three of the studies demonstrate the capacity of work values measures to characterise occupational preferences and outcomes. The relationship between work values measures and John Holland's six category vocational personality typology is explored in two of the studies. Results from two of the studies, based on TAFE middle level students are used to demonstrate similarities and differences in personality type between those entering comparably named American and Australian occupations.

TD 498
State Clearinghouse: NSW 4·17

White K
An investigation into the attitudes of apprentices within the Graphic Arts towards technical education. Sydney: School of Graphic Arts, Sydney Technical College, 1981, 49p.

Access: Mfiche

Price: Free

Descriptors: Attitudes; Attitude Measures; Skilled Occupations; Trade Programs

Abstract: This is a descriptive exploratory study which was designed to analyse apprentices' attitudes towards technical college training. Two hundred and twenty five apprentices within Graphic Arts at various stages of their course were surveyed on the subjects of their apprenticeship, their job, their college, teachers and course. Significant differences were found to exist between apprentices at different levels. Implications for teachers and administrators involved course presentation, relationship between college and employers, timetables and attendance patterns. Recommendations are offered to provide a more positive approach by apprentices to their technical education.

TD 499
State Clearinghouse: SA 4·1

Brown A J
Education, libraries and the new technologies. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 130p.

Access: Mfiche

Price: Free

Descriptors: Communications; Educational Innovation; Educational Technology; Libraries; Library Automation; Technological Advancement

Abstract: Report of an overseas study tour of England, U.S.A. and Canada undertaken in October - December 1980 to investigate current developments and practice in: educational communications; educational technology; management and utilisation of learning resource centres and independent study programs in postsecondary education; and library automation and network development.

Discusses the present state of development and actual applications of new technologies in education and libraries, including computer based education, instructional television, the video disc, teletext and videotext, and satellite communications.

TD 500
State Clearinghouse: SA 4·2

Hannaford K StC
Report of a survey into the use of learning resources in further education colleges in South Australia. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 58p.

Access: Mfiche

Price: Free

Descriptors: Educational Resources; Information Utilization; Learning Resource Centres; TAFE Colleges; Teacher Attitudes

Abstract: This survey was conducted between May and December 1980 in 6 colleges in both metropolitan and country areas. Data was collected by open ended interviewing techniques. Interviews were conducted with learning resource centre (LRC) staff and teaching staff nominated by LRC staff as conspicuously regular or infrequent users of learning resources.

The purpose of the study was to determine: the perception and attitudes of college staff to using learning resources; the awareness and attitudes of college staff towards existing resources and the roles of existing resource centres; and the factors inhibiting the effective use of learning resources.

Although the sample was small, the survey concluded that learning resources are generally regarded by lecturers as "icing on the cake" and their uses are determined by the needs of lecturers rather than the needs of students.

TD 501
State Clearinghouse: SA 4·3

Brown P J
The City College: an educational needs analysis. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 292p.

Access: Mfiche

Price: Free

Descriptors: College Planning; Educational Needs; Educational Planning; Needs Assessment; TAFE Colleges

Abstract: This educational needs analysis was developed to assist in the planning of a new TAFE college in the city centre of Adelaide.

Enrolment projections for defined college catchment areas were calculated for various groups of courses using information on current and expected community participation in various course groups, and information on changing population characteristics. Surveys of both students and employers in the areas of business studies and hairdressing were conducted, and the results appear in some detail in the report. Recommendations are made on the kinds of broad educational activities which should be included in the new college.

TD 502
State Clearinghouse: SA 4·4

South Australia. Dept of Technical and Further Education
Departmental statistics 1981. Adelaide: 1981, 133p.

Access: Mfiche

Price: Free

Descriptors: Data; Enrolment Rate; Tables (Data); TAFE Courses;

Abstract: From various statistical computer systems under the maintenance of the Statistics Unit, Research Branch of the Department of Technical and Further Education, standard reports are produced and maintained on an annual basis.

A selection of these reports, on data reconciled at Departmental level, is reproduced in this document. This particular report is produced annually and further statistical reports will be added as new computer statistical reporting systems are implemented.

TD 503
State Clearinghouse: SA 4·5

Wilkins K K G
The concerns of part time instructors in further education in South Australia. Adelaide: 1981, 177p. Submitted for Degree of M. of Business Management, University of Adelaide.

Access: Mfiche

Price: Free

Descriptors: Part Time Faculty; TAFE Teachers; Teacher Attitudes; Work Environment

Abstract: The purpose of this study was to determine the concerns experienced by individuals as a result of their part time teaching in technical and further education. The research vehicle used was that of a part time teachers' concern statement. This consisted of a questionnaire to gain pertinent demographic information, and an open statement section to determine the concerns. These statements were distributed to part time instructors in country and metropolitan colleges of TAFE in South Australia.

Results indicated that the choice of part time instructors was affected by community requirements, college location and the availability of suitable personnel. Concerns experienced by part time instructors resulted from a reconciliation of their everyday home

and work life with their part time teaching activity. The type of concerns expressed included those related to administration, operational requirements, self adequacy, the subject matter taught and the pupil.

TD 504
State Clearinghouse: SA 4·6

Byrne M; Seidel D; Westover D; Reade R
Adult aboriginal education. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 39p.

Access: Mfiche

Price: Free

Series: (Occasional paper n.6)

Descriptors: Adult Education; Educational Policy; Occupational Courses

Identifiers: Australian Aboriginal Education

Abstract: The paper is a review of educational policies, management practices, and programs applied to TAFE level Aboriginal Education in the Department of Technical and Further Education.

The paper includes a detailed discussion of funding arrangements, the responsibilities of various educational providers, and Federal/State interrelationships. Educational programs are classified in five subprograms: introductory, agricultural, gaol, community management, and employment training. "Aboriginalisation" of the Department's services is identified as a major policy initiative for the 80's.

TD 505
State Clearinghouse: SA 4·7

Hinkly O M
Change from a traditional to an open space teaching environment. Adelaide: 1981, 51p.

Access: Mfiche

Price: Free

Descriptors: Adjustment (To Environment); Educational Environment; Environmental Influences; Open Plan Schools

Abstract: This investigation was undertaken as a result of impending change in the Stenography Section of the School of Business Studies at the Elizabeth Community College. The section had previously been housed in four traditional classrooms, but was to be moved into a new open space stenography suite. The investigator planned to monitor the reactions and adaptations of the staff to their changed environment during the first semester of 1981.

It was found that the reactions and adaptations of the staff were motivated by a number of factors, which are detailed in this document. As a result of this investigation two recommendations were made: 1. that the planners of any new building consult with the people who have to work in the new environment; 2. that upon compietion there be a formal monitoring of the effectiveness of the new environment as a teaching unit by the users, Departmental officers and the Public Buildings Department.

TD 506
State Clearinghouse: SA 4·8

Smith J D
The mathematics of the electrical trades: a pilot study. Adelaide: 1981, 68p.

Access: Mfiche

Price: Free

Descriptors: Electrical Occupations; Mathematics; Mathematics Education; Technical Mathematics

Identifiers: Numeracy

Abstract: Following discussion with colleagues in industry, and feeling concerned at the apparent inadequacies in mathematics of his students, the author investigated the mathematical requirements of the electrical trades, and whether the apprentice course fulfilled those requirements. Information was obtained largely through questionnaires, and was supplemented by interview, discussion and published data.

The information received indicated strongly that the mathematical skills of both incoming and outgoing apprentices were below needful numeracy levels. Tabulating results supported the indication. It further appeared that the industry, and a number of lecturers, were seriously dissatisfied with the situation. An investigation of possible educational procedures to overcome the apparent shortfall was made, and recommendations are presented which are designed to remedy the situation.

TD 507
State Clearinghouse: SA 4·10

Edwards P J
Occupational counselling: resource information. South Australia, Adelaide: Education Dept, Transition Education Unit, 1982, 23p.

Access: Mfiche

Price: Free

Descriptors: Career Counselling; Career Planning; Employment Counsellors; Occupational Information

Abstract: This booklet is designed to assist teachers in providing occupational information to students. It is a reference of resources and information rather than descriptive information about specific occupations. Listed are agencies located within South Australia which provide occupational information. These include: relevant Federal and State Government departments; employer organisations; and trade associations. Addresses and telephone numbers are provided, and the names of contact persons in many instances. It is anticipated that the booklet will be continually revised and updated.

TD 508
State Clearinghouse: SA 4·11

Kuhl D H (ed); McCarthy J(ed)
The processes of curriculum development in TAFE: proceedings of an Australian Association for Research in Education Conference - Workshop held at Regency Park Community College, November 11, 1981. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 139p.
ISBN 0 7243 9167

Access: Mfiche

Price: Free

Descriptors: Curriculum Development; Curriculum Research; Policy; National Core Curriculum; TAFE

Abstract: The Conference - Workshop focused on the content of a study, an investigation into the processes of curriculum development in TAFE, by John Broderick. The aims of the Conference - Workshop were to: (1) inform participants of the processes of TAFE curriculum development within and across all States and Territories of Australia, especially as they referred to administrative activity. (2) discuss implications of the findings of the Broderick report at local and national levels.

This record of the proceedings contains details of the conference component, reports of the workshop segment, and two commentaries.

TD 509
State Clearinghouse: SA 4·12

Kemp R W; Neylon K; Raftery J
Investigation of metal fabrication post - trade education and training. South Australia, Adelaide: Dept of Technical and Further Education, 1981, 50p.

Access: Mfiche

Price: Free

Descriptors: Metal Working; Occupational Advancement Courses; Post Trade Courses; Skill Development

Abstract: The main aim of the survey was to check the validity of the existing post trade certificate with the metal fabrication industry. The purpose was to provide opportunities for advanced studies for skilled people who were employed in heavy metal fabrication and who aspire to a range of specified promotional positions.

It was found that the need for advanced skill training was being met and that there was continuing demand for the subjects: metal alloy welding; fabrication drawing; welder certification and welding supervision. A separate group of specialist subjects, which were not provided for in the existing course, were seen as necessary by the industry. The survey indicated that there was a demand for individual subjects but not necessarily for the completion of the Certificate. A description of the survey, with details of results and outcomes is contained in this document.

TD 510
State Clearinghouse:

Williams N I
A study of computer uses and methods in education. Adelaide: Panorama Community College, 1978, 55p.

Access: Mfiche

Price: Free

Descriptors: Computer Assisted Instruction; Computer Oriented Programs; Educational Methods

Abstract: This report summarises the observations made by the author during an overseas study tour in 1977. The major part of the report focuses on various computer based education methods including teaching packages, computer managed learning and computer assisted instruction. Other areas covered include: the organisation of computing centres in educational environments; the teaching of computing; curriculum development and staff development. Among the recommendations is a possible strategy for a centralised education authority which could provide data processing services to meet educational needs.

TD 511
State Clearinghouse: SA 4·14

Dick G G R
The evaluation of a teaching program for teachers in further education. Manchester: 1977, 173p. Submitted in part fulfilment of requirements of Degree of M. Education.

Access: Mfiche

Price: Free

Descriptors: Education Courses; Teacher Education Programs; Teaching Experience; Teaching Skills

Abstract: The purpose of the study was to conduct a summative evaluation of the teaching practice program of the In-Service One Year Teacher's Certificate Course for teachers in further education, studied over a period of two years' part time attendance by 35 students at the Bolton College of Education (Technical).

The plan of evaluation included comparing the intentions for the program with, firstly, observations made of the program and, secondly, relative standards derived from literature pertinent to teaching practice. The program was judged to be of merit, and recommendations were made to improve future programs.

The study indicated the need for such programs to: (1) involve the institutions of further education in their design and conduct; (2) emphasize that a supervisor and his students engaged in a joint enterprise approach to the supervision; (3) include a series of graded experiences in teaching, and (4) use a variety of methods to assess teaching competence.

TD 512
State Clearinghouse: TAS 4·1

Kelleher J
Individualized Certificate Mathematics (I.C.M.). Tasmania, Devonport Tas: Div of Further Education, 1980, 31p. plus appendices.

Access: Mfiche

Price: Free

Descriptors: Access To Education; Curriculum Development; Individualized Instruction; Individualized Programs; Mathematics; Learning Modules

Identifiers: Individualized Certificate Mathematics

Abstract: An individualized curriculum plan for the mathematics subjects in the Electrical/Electronics, Mechanical, Civil and Drafting Certificates. The document includes: the I.C.M.'s aims, objectives and rationale; criteria available to determine degree of individualization; a conceptual model of learning package development and assessment; strategies; management and program evaluation. Appendices include a glossary, bibliography, case studies, the syllabi, behavioural objectives, examples and alternatives in learning package development and graphic presentation of student progress.

The aims of the I.C.M. allows students studying separate mathematics courses in the first year of Engineering and Drafting Certificate courses to be taught concurrently. The rationale relies heavily on behavioural objectives defining student achievement. A written programmed learning strategy and audio tutorial strategy were still to be developed. Implementation of the I.C.M. would be piloted in 1981, initially in the Electrical Engineering Certificate at Devonport Technical College.

TD 513
State Clearinghouse: TAS 4·2

Tasmania. Div of Further Education
Fashion courses: test item bank. Hobart: 1981, 170p.

Access: Mfiche

Price Free

Descriptors: Curriculum Guides; Fashion Industry; Item Banks; Student Evaluation; Test Items; Tests

Identifiers: Fashion Courses

Abstract: The book is intended as guidance for teachers of fashion courses, being a source of questions for examination and classroom tests. The content is not intended to be conclusive, expecting that teachers will review and complement this item bank. The publication commenced with a TAFE Curriculum Development Grant and continued with the support of the Devonport Technical College (now part of the Devon Community College).

Sections covered include: textiles and construction; clothing construction; fashion communications; deportment and grooming; and pattern making. Assessment techniques include: multiple choice questions; word/phrase completion questions; and open ended questions for extended answers, with some line drawings or illustrated questions for completion being incorporated.

TD 514
State Clearinghouse: TAS 4·3

Elizabeth Matriculation College
Community education: Elizabeth Matriculation College. Tasmania, Hobart: Div of Further Education, 1981, 13p.

Access: Mfiche

Price Free

Descriptors: Adult Education; Community Education; Community Programs; Community Services

Abstract: A report outlining the development of the community education programs at Elizabeth Matriculation College since 1978, including: establishment of a planning committee; appointment of a Community Education Officer; investigations and surveys of needs, courses in a community education program as well as community use of College facilities. The report documents courses conducted during 1980-81, enrolment statistics, summaries of services offered, research studies and publicity methods.

TD 515
State Clearinghouse: TAS 4·4

Hocking H
A methodology for the investigation of industry needs for a community college: the Claremont College study. Tasmania, Hobart: Div of Further Education, 1981, 40p.
ISBN 0 7246 1792 2
ISSN 0157-9649

Access: Mfiche

Price: Free

Series: (Research study n.62)

Descriptors: Apprenticeships; Community Colleges; Labor Force Development; Needs Assessment; Occupational Courses; Post School Education; Trade Programs; Training

Identifiers: Claremont Community College

Abstract: A research study, undertaken in 1977-78 and prepared for the educational planning committee for the Claremont Community College. The published report is presented as a case study to illustrate a methodology for assessing the potential training needs of an industrial area and a general approach to gathering information from the industrial community, providing a broad base for assessing needs and allowing representatives of industry to express skills needed by their employees.

As higher school certificate studies and some trade departments were planned, the survey concentrated on vocational training and employers in the area. The study of community needs was complemented by information gathered on demography; school leavers' destinations and ambitions; unemployed and disadvantaged groups needs; patterns of residential growth and changes in industrial activity. Guidelines are noted with appendices detailing figures as indicators on which comments and assessment of needs are based.

TD 516
State Clearinghouse: TAS 4·5

Committee of Inquiry into the Needs of Women in Further Education, Tasmania, 1979 report. Tasmania, Hobart: Div of Further Education, 1979, 78p.

Access: Mfiche

Price: Free

Descriptors: Access To Education; Bridging Courses; Employed Women; Equal Education; Women Teachers; Womens Education

Identifiers: Child Care Centres; Sexism

Abstract: Formed in October, 1978, the Women in Further Education Committee was established to investigate the special needs of women and represented wide ranging educational and community interest groups.

The first part of the report examines the role of women in further education in Tasmania; changes in education and workforce participation of women and girls; problems of women's access and barriers to increased participation; as well as the special needs of adult learners. Part II relates specifically to employment of women in further education. Part III proposes a program for the future - a network between the Division of Further Education structures and broader based community levels.

Recommendations included: the appointment of an Advisory Committee to the Further Education Council through the Director and consultants; the establishment of bridging courses, learning centres and outreach programs; and examination of child care needs, college counselling services and both course development and staff development programs.

TD 517
State Clearinghouse: TAS 4·6

Calvert G L (ed)
Elizabeth Matriculation College Cultural Awareness Seminar: a record of the proceedings. Tasmania, Hobart: Div of Further Education, 1981, 21p.

Access: Mfiche

Price: Free

Descriptors: Access To Education; Community Education; Cultural Pluralism; Migrant Education; Multicultural Education

Abstract: A seminar held in July, 1981 by the teaching staff of the Elizabeth Matriculation College with representatives from ethnic communities and government departments associated with multicultural education. The aim was to provide an opportunity

to exchange information and the report of the proceedings includes the keynote address given by Mike Cigler: Australia - a pluralistic society, and ideas/views expressed in two workshop sessions. Recognising wide ethnic backgrounds of students at the College, a project for undertaking a major research study in multicultural education was launched at the seminar.

Published in December, 1981, the project aimed to discover the ethnic composition of the College's enrolment and to promote social interaction between students of all cultural backgrounds; to assess provisions for migrant students such as English language teaching; to suggest curriculum changes such as offering English as a second language; and to improve teacher awareness of issues pertaining to multicultural education.

TD 518
State Clearinghouse: TAS 4·7

Burgess I; Ralph D; Rouleston P
Study tour of mainland colleges and other notable catering facilities. Tasmania, Hobart: Div of Further Education, 41p.

Access: Mfiche

Price: Free

Descriptors: Cooking Instruction; Food Service Industry; Food Service Occupations; Hotels; Service Occupations; Tourism; Training

Identifiers: Hospitality Industry; Hotel and Catering Education

Abstract: A report of a study tour for the purpose of investigating the training techniques and developments within the education system and the catering business generally. Institutions visited were The William Angliss, Emily McPherson, Gordon Technical, Ryde and Regency Park Community Colleges; The Wentworth, Hilton Hotels; Lazar's and Philips Foote Bar and Restaurant; The Qantas Flight Catering Service, MacDonalds Australia and Luke-Nettlefold establishments.

Notable trends in the hospitality industry and technical education are documented for further investigation. Recommendations are made for modifications to certificate courses in Tasmania in order to improve the standard of student acceptance by the hospitality industry in Australia. Appendices include sample menus, course outlines, promotional material, marketing notes, food costing and future programming of apprentice intakes.

TD 519
State Clearinghouse: TAS 4·8

Long M; Macmichael P; Annells J
Printing Machining syllabus. Tasmania, Hobart: Div of Further Education, 1982, 30p.

Access: Mfiche

Price: Free

Descriptors: Course Descriptions; Curriculum Guides; Graphic Arts; Occupational Courses; Printing

Identifiers: Lithography

Abstract: The syllabus contains the course aims, structure content, timetable and evaluation covered by the Graphic Arts Award, 1979, except for the topics gravure and flexographic printing, small offset printing, collating and folding equipment and lithographic platemaking.

The course in printing machining letterpress/litho consists of nine blocks of instruction over three years - 80 hours per block comprising 74 hours for practice and theory and 6 hours for general studies. There is continuity of content and instruction between each block and each year, through the provision of extension periods to allow revision, testing, trade visits or individual activities. This feature is believed to create flexibility for the teacher and opportunities to meet individual needs. In theory, students are continually assessed with an aggregate mark determined at the end of each block. A test is administered at the end of each block for general studies and practical work is assessed informally with an aggregate mark for the report at the end of each block.

TD 520
State Clearinghouse: TAS 4·9

Van Heyster A
Tasmania aborigines and further education. Tasmania, Hobart: Div of Further Education, 1981, 69p.
ISBN 0 7246 1816 3
ISSN 0157-9649

Access: Mfiche

Price Free

Series: (Research study n.65)

Descriptors: Adult Education; Community Education; Community Programs; Educationally Disadvantaged

Identifiers: Australian Aboriginal Education

Abstract: The Tasmanian Aboriginal Education Consultative Committee (TAECC) was formed as an advisory body to the Minister for Education in the preparation and implementation of educational policy for Aborigines in Tasmanian schools. At the instigation of the TAECC, this study into further education was undertaken with a grant from the Department of Aboriginal Affairs in 1981, by the Research Branch. An earlier study (Randriamahefa, 1979) had highlighted the low educational outcomes of Aboriginal children, indicating needs of one Aboriginal community in Tasmania which could be met by the further education system. Information was mainly gathered by interviews of Aboriginal students, community members and representatives of Aboriginal organisations. Needs identified included more awareness of further education provisions, support through both financial and tutorial assistance, more opportunities in country areas, literacy and numeracy courses; pretrade and prevocational courses, preference for Aboriginal tutors; and management skills for Aborigines actively working in community organisations.

TD 521
State Clearinghouse: VIC 4·1
Location of TAFE sites for optimal student accessibility. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 12p.
ISBN 0 7241 3569 3

Access: Mfiche Hard Copy

Price Free

Descriptors: Access To Education; College Students; Educational Facilities Planning; Research Design; Student Transportation;

Abstract: The purpose of the report is to present the method used in investigating student accessibility either by car or public transport, to educational facilities. The main thought was to develop a model that could be used in future studies of this sort and to identify refinements that could be made to increase its effectiveness in predictability of TAFE sites for both the short and long term. As an illustration of its use, analysis of Region 1 and Region 2 has been conducted, both individually and as a combined area for typical student numbers for 1986 and 1996.

This report details the use of a computer package used in analysing data and should prove useful as a predictive tool to those interested in site location. It would also be a useful basic document for those interested in developing a more sophisticated model to identify optimum site location using additional parameters.

TD 522
State Clearinghouse: VIC 4·2

Browne P; Macdonald C
Towards a clearer concept of TAFE. Victoria, Melbourne: Education Dept, TAFE Services, 1981, 65p.
ISBN 0 7241 3641 X

Access: Mfiche Hard Copy

Price 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Educational Planning; Educational Policy; Occupational Courses; State Boards of Education; State Programs

Abstract: The idea for this paper emerged when members of TAFE Services attempted to identify the role which TAFE in Victoria saw itself playing in the provision of training for skills. In order to identify this information, an analysis of relevant policy documents was undertaken. The policy documents examined were: (a) the Victorian TAFE Strategy (State Council for Technical Education, January 1980) and (b) the Triennial Planning Submission, Victoria TAFE Colleges, 1982-84 (Education Department of Victoria, May, 1980). The evidence of the policy documents examined suggests that TAFE in Victoria shows a lack of congruence between the claims it makes as to its underlying philosophy, and the concept, policies and strategies which actually characterise it.

TD 523
State Clearinghouse: VIC 4·3

Victoria. Education Department. TAFE Services
Evaluation of Basic Level Refrigeration and Air Conditioning Mechanics course at RMIT Technical College and Box Hill Technical College: final report. Melbourne: 1981, 128p.
ISBN 0 7241 3617 7

Access: Mfiche Hard Copy

Price 4.00 (Hard Copy); Free (Mfiche)

Descriptors: Air Conditioning; Course Evaluation; Instructional Systems; Refrigeration; Systems Approach

Abstract: This report includes a lengthy section outlining the development of the new Refrigeration and Air Conditioning Mechanics course, and the implementation of it at the two teaching schools. The development phase of the new course is closely linked with the details of its implementation. Consequently, the administrative and management strategies have been critically evaluated as part of this report. The detail of this report insofar as it is in parts critical of certain development, or advises further consideration, should not detract from what has been achieved to date.

TD 524
State Clearinghouse: VIC 4·4

Wise B
Final report of needs survey: intensive short courses for management, central referral agency. Footscray Vic: Footscray Institute of Technology, 1980, 39p.

Access: Mfiche Hard Copy

Price: 1.00 (Hard Copy); Free (Mfiche)

Descriptors: Administrator Education; Hotels; Information Needs; Managerial Occupations; Needs Assessment; Service Occupations; Tourism

Identifiers: Hospitality Industry

Abstract: This study report deals with two investigations - one into the need demand for management courses for senior hospitality industry personnel; the other into the need demand for a central information referral agency.

The term Senior Industry Personnel, has been interpreted for study purposes as representing all those persons holding senior managerial positions in their respective organisations or alternatively, who are responsible for the development and conduct of their own firm, irrespective of size of operation. The report recommends that consideration be given to the development of management programs to cater for personnel from all facets of the hospitality industry.

TD 525
State Clearinghouse: VIC 4·5

Bell M
Guidelines for the evaluation of TAFE programs. Victoria, Melbourne: TAFE Board, TAFE Services, 1982, 42p.
ISBN 0 7241 2654 6

Access: Mfiche Hard Copy

Price: Free

Descriptors: Course Evaluation; Evaluation Criteria; Evaluation Methods; Self Evaluation (Groups); Self Evaluation (Individuals)

Abstract: This booklet has been written for teachers, heads of department and planning officers who are about to embark on an evaluation of their TAFE program. It assumes little knowledge of or experience in evaluation.

For TAFE staff wanting to involve themselves in larger evaluations, a simple and logical evaluation model has been developed. It is called an open model of evaluation so as to emphasize two characteristics: (a) the need for evaluators to consider many options while deciding purposes, techniques, hypotheses, etc. when planning and doing an evaluation; (b) the need for evaluators to be open in their dealings with audiences and participants.

The model is portrayed in flow chart form with two major categories of stages: planning and doing. Examples are provided so as to explain in practical terms what is meant by the particular stage; but also to avoid the problem of being locked into one particular theory of evaluation.

TD 526
State Clearinghouse: VIC 4·6

Kinhill Pty Ltd
Northern Region TAFE survey 1980. Melbourne: 1980, 38p.

Access: Mfiche Hard Copy

Price: 1.00 (Hard Copy); Free (Mfiche)

Descriptors: Educational Trends; Enrolment Trends; Regional Planning; Student Attrition

Abstract: The aim of the survey was to assist the Northern Regional Council for Technical Education to identify the educational trends that are emerging within the region.

The survey reviews enrolments in northern regional TAFE schools / colleges in the areas for apprenticeship training, certificate courses, full time Tertiary Orientation Programs and adult evening classes, during the period 1976 to 1980. Each area was investigated under courses being offered, current enrolments, leakage to schools / colleges outside the region and current trends. Conclusions are drawn from each chapter and are followed by an overall review of these trends.

TD 527
State Clearinghouse: VIC 4·7

The Sale / Bairnsdale Combined Technical Schools Committee
TAFE in East Gippsland: a survey of educational needs. Victoria, Sale Vic: Gippsland Regional Council for Technical and Further Education, 1981, 177p.

Access: Mfiche Hard Copy

Price: 5.00 (Hard Copy); Free (Mfiche)

Descriptors: Educational Needs; Educational Opportunities; Enrolment Influences; Regional Planning

Abstract: The survey reveals shortcomings related to the provision and co-ordination of TAFE services, and expresses the problems of East Gippsland as a region unique in Victoria; isolation and long distances hamper participation in TAFE of people living in a large part of the region.

This document indicates existing and potential areas of deficiency. The summary stresses the problems of communication, the need for an outreach program, and the necessity for the development of a strategy plan for the region. The document was submitted to the TAFE Board in Victoria for consideration.

TD 528
State Clearinghouse: VIC 4-9

Victoria. Education Dept. Technical Schools Div
Survey of beauty therapist occupation. Melbourne: 1980, 56p.

Access: Mfiche Hard Copy

Price 1.50 (Hard Copy); Free (Mfiche)

Descriptors: Cosmetology; Occupational Information; Occupational Surveys

Identifiers: Hairdressing

Abstract: The purpose of this study was to determine whether the beauty therapy industry needed an apprentice course. The report recommends that consideration be given to the development of a middle level course in the area of beauty culture, and that an apprentice course is not needed. The accompanying questionnaire was designed to obtain detailed information on the operation of the beauty industry to assist in determining the content of courses.

TD 529
State Clearinghouse: VIC 4-10

Macdonald C
Evaluation of full time apprentice training at Richmond Technical College. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 71p.
ISBN 0 7241 3688 6

Access: Mfiche Hard Copy

Price: 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Apprenticeships; Auto Body Repairers; Course Evaluation; Learning Modules; Pacing

Identifiers: Panel Beating

Abstract: This report presents an outline of the overall system in use at the panel beating department at Richmond Technical College. The brief was to examine the comparative performance of a group of full time students with normal part time controls.

Major points discussed were: implementation of the project including areas where the project diverged from the original proposal; methodology and the problems encountered; measuring learning rate in four ways; attitudes of staff, employers and students. Major conclusions drawn are: results on learning rate suggest that a full time scheme can ensure a thorough grounding on early skills followed by marked increases in learning rate as the course progresses; subjective data suggests that block release and full time apprentices are both equally motivated and equally satisfied with the course. It is not possible to assess the effectiveness of the backup training in an evaluation so the final conclusions must await validation.

TD 530
State Clearinghouse: VIC 4-11

O'Leary B F
Report on trade survey of the functions of a signcraftsman. Melbourne: Melbourne College of Decoration, 1980, 19p.

Access: Mfiche Hard Copy

Price Free

Descriptors: Course Evaluation; Job Analysis; Sign Painters; Task Analysis

Abstract: The aim of this survey was to examine the tasks performed by persons engaged in the signcraft trade in order to ascertain the adequacy of the signcraft course syllabuses. To obtain data, questionnaires were circulated to 240 sign firms. Responses were received from 133 firms and using these as a basis, recommendations regarding changes to the syllabuses were made.

TD 531
State Clearinghouse: VIC 4-12

Allen R; Wallace P
Implications for curriculum development in TAFE: Tertiary Education Commission report 1982-84 triennium; discussion paper. Victoria, Melbourne: Education Dept, TAFE Services, 1981, 9p.
ISBN 0 7241 3673 8

Access: Mfiche Hard Copy

Price: Free

Descriptors: Curriculum Development; Educational Objectives; Governing Boards; Long Range Planning; Occupational Courses; Planning Commissions

Abstract: The Tertiary Education Commission submitted Volume 1 of its report for 1982-84 to the Minister of Education in February 1981. The advice submitted by the TAFE Council to the TEC takes cognizance of matters likely to be important to the

development of TAFE during this triennium, given the Commonwealth Government's commitment to the development of vocational education.

The implications of the TEC's recommendations for TAFE curriculum development are discussed in this paper in view of the TAFE Council's major priorities and in relation to the other matters of importance referred to above.

It can be expected that over the next decade there will be an increased demand for skilled manpower which can adapt to technological and industrial change. Within the education system, TAFE is the principal trainer of skilled manpower for industry. Thus its output in trade, technical and other training will be critical to the development plans of the next decade.

TD 532
State Clearinghouse: VIC 4-17

Houghton J; Wood C
Occupational analysis of the cooking trade: report. Victoria, Melbourne: Education Dept, TAFE Services, 1981, 41p.

Access: Mfiche Hard Copy

Price: 1.00 (Hard Copy); Free (Mfiche)

Descriptors: Apprenticeships; Cooks; Course Development; Job Analysis; Occupational Information

Abstract: In response to a request from the Industrial Training Commission for a review of the Cooking Apprenticeship Course, an occupational analysis of the trade was undertaken. This report contains the results of the analysis including: a comparison between the work done by cooks with over 5 years in the industry and cooks with less experience; and a comparison between this latter group and supervisors' expectations of newly qualified cooks.

The information gathered forms a solid base on which to carry out the curriculum development. It is expected that the resulting course will have the effect of further raising standards and equipping employees more fully to deal with their working environment, thereby contributing to the continued development of the industry.

TD 533
State Clearinghouse: VIC 4-23

Crudden P
Technical and further education 1990: educational planning in light of technological change; a discussion paper. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 6p.

Access: Mfiche Hard Copy

Price: Free

Descriptors: Change Strategies; Future (Of Society); Influences; Long Range Planning; Technological Advancement

Abstract: This general paper aims to highlight the attitudes towards technological change that TAFE will need to take if it is to respond effectively.

It is argued that broad issues require assertive planning; that it is necessary to: specify the role of technology in facilitating the participative planning policy espoused by TAFE; to train personnel who will enable the system to receive, process and diffuse information about the rate and direction of technological change and its social impact; to develop structures and processes to support the devolution of effective decision making; to pinpoint areas for co-operation with other educational sectors, including training within industry; to cultivate awareness in TAFE personnel of the impact of technology on its policy, planning strategies and services, and to raise general political consciousness within TAFE.

TD 534
State Clearinghouse: VIC 4-26

Hunter I L
Apprenticeship: time for re-appraisal, discussion paper - June 1981. Geelong Vic: Gordon Technical College, 1981, 23p.

Access: Mfiche Hard Copy

Price: Free

Descriptors: Apprenticeships; Educational Planning; Occupational Courses

Identifiers: Skills Training Centres

Abstract: This paper is a submission to the steering committee of the Review of the Industrial Training Commission and Trade Training, established by the Victorian State Government in 1981.

The paper outlines recommendations for restructuring the policy links between the Federal and State Governments and for restructuring the relationship between TAFE and the Industrial Training Commission in Victoria. The paper details recommendations for improving both the quality and quantity of skilled tradesmen, and examines the feasibility of establishing three broad categories of skills training centres which, if established, would have far reaching effects upon current trade training practices in Australia.

TD 535
State Clearinghouse: VIC 4-32

Malley J I; Mann W H; North L V
Futures of technician occupations in the survey and cartographic industry. Victoria, Melbourne: TAFE Board, TAFE Services, 1982, 2v. (various paging)
ISBN v1 0 7241 2606 6
v2 0 7241 2598 1

Access: Mfiche Hard Copy

Price: 4.00 (Hard Copy); Free (Mfiche)

Descriptors: Cartography; Course Evaluation; Occupational Information; Technician Courses; Topography

Identifiers: Cartographic Draughtsmen; Survey Draughtsmen; Survey Technicians

Abstract: Questionnaire data for each occupation is evaluated and synthesized into future scenarios.

The objective of Model 1 type structures is to provide decision makers with an ordered set of analyzed policy options and an understanding of their implications. Time limits imposed on this project mean that the resulting scenarios should properly be regarded as exploratory assessments, not definite possibilities.

The Model 11 exercise is narrower in scope and addresses itself more particularly to possible changes and impacts within a particular occupational area. It is more concerned with identifying effects rather than the developments of policy, and the identification of types and levels of decision making. These latter aspects belong to the province of Model 1. Summaries are expanded to identify the range of implications of each scenario for the education system.

The following related reports are also in preparation: Survey Technician Occupation Analysis (2v.); and Survey / Cartographic Draftsman Occupation (2v).

TD 536
TAFE National Centre: 4-1

TAFE National Centre for Research and Development Ltd
Conference of TAFE Clearinghouse Officers: minutes. Adelaide: 1982, various paging.

Access: Mfiche

Price: Free

Descriptors: Clearinghouses; Information Networks; Information Systems; Systems Development

Abstract: A Conference of TAFE Clearinghouse Officers and invited guests was held at the TAFE National Centre on 8 and 9 June, 1982. Topics discussed at this Conference included: (a) methods of locating materials for the Clearinghouse; (b) the Australian Education Council (AEC) project developing an Australian thesaurus of educational terms; (c) indexing methods; (d) review of the operation of the Clearinghouse system; (e) possible future developments of the Clearinghouse.

Appendices to the Conference minutes include: (a) document acquisition and selection policy; (b) document record preparation for the Australian Education Index (AEI) and database; (c) excerpts from the ERIC processing manual; (d) AEI identifiers; (e) evaluation of the National TAFE Clearinghouse system: a discussion paper; (f) guidelines for materials to be included in the Clearinghouse; (g) a form for the collection of data by Clearinghouse Officers; (h) a possible search form.

TD 537
TAFE National Centre: 4-2

TAFE National Centre for Research and Development Ltd
TAFE projects in progress (no.1). Adelaide: 1982, 144p.

Access: Hard Copy

Price: 2.00

Series: (n.1)

Descriptors: Curriculum Research; Educational Research; Research Projects

Abstract: This publication briefly describes research and development projects currently in progress in TAFE throughout Australia. It is the first issue in what is envisaged will be a twice yearly publication of the TAFE National Centre. Contributions for future issues are invited.

TD 538
State Clearinghouse: SA 4-15

Parkinson K J
Some observations on the education of adults in the United Kingdom with special reference to research. South Australia, Adelaide: Dept of Technical and Further Education, 1982, 398p.

Access: Mfiche

Price: Free

Descriptors: Adult Education; Educational Practices; Educational Research

Abstract: This paper is the result of a study tour of the United Kingdom by the author in 1979. It records his observations of the provisions of education for adults across the country and of the research into that education.

The paper covers social research, applied educational research, policy research, research into planning and research into community education. A number of research and educational institutions are discussed. A final chapter deals with community colleges in Canada.

TD 539
State Clearinghouse: VIC 4·8

Mealyea R
Reading: the role of the trade teacher, apprentice literacy. Victoria, Melbourne: Education Dept, TAFE Services, Technical School Div, 1981, 22p.

Access: Mfiche

Price: Free

Descriptors: Apprenticeships; Cloze Procedure; Literacy; Reading Comprehension; Reading Processes

Identifiers: Gadopol Reading Comprehension Test

Abstract: This pilot study attempts to determine if and in what way, prior experience of a topic in the apprenticeship training of plumbers / gasfitters may have a positive effect upon the reading ability of apprentices, and thus bring about fuller comprehension on the particular topic about to be read.

The paper discusses the results and conclusions drawn about their possible meaning for apprentice education. Incorporated in this discussion is confidence placed in the suitability of Cloze procedure as a tool, the future value of which may prove suitable as a means of evaluating apprentice learning.

TD 540
State Clearinghouse: VIC 4·13

Victoria. Education Dept. Planning Services
Gordon Technical College, Geelong: educational specifications, 1980. Melbourne: 1980, 79p.

Access: Mfiche Hard Copy

Price 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Educational Objectives; Educational Opportunity; Educational Planning; Surveys

Abstract: This specification is divided into two sections. Survey of education needs which includes: population; economic pattern; educational opportunities; enrolment; location and transportation; and educational proposals: objectives, location, courses of study, enrolment and generalised facilities concepts. The specification should be read in conjunction with Gordon Technical College Facilities Brief and Master Plan (TD 541 Vic 4.14).

TD 541
State Clearinghouse: VIC 4·14

Victoria. Education Dept. Planning Services
Gordon Technical College, Geelong: facilities brief and master plan, 1980. Melbourne: 1980, 99p.

Access: Mfiche Hard Copy

Price: 3.00 (Hard Copy); Free (Mfiche)

Descriptors: Educational Facilities; Master Plans; TAFE Colleges

Abstract: The report of the Committee of Inquiry into Technological Change published at the end of July 1980, in examining the direct employment effects of technological change, found that most concern related to the effect on employment.

Against this background, the Educational Specification recognised that changing technologies and employment opportunities would create a constant need for the acquisition of new skills, with people learning two, three or four careers in a lifetime as telecommunication, automation and, later mechanical intelligence cause entirely different work patterns. Therefore special education programs designed to educate the staff of companies within the TAFE region, or job retraining schemes would increasingly become part of TAFE activities.

This facilities brief and master plan should be read in conjunction with Gordon Technical College educational specifications (TD 540 Vic 4.13).

TD 542
State Clearinghouse: VIC 4·15

Nicholas Clark and Associates
Audit of Middle Level Applied Sciences courses: report to TAFE Services. Melbourne: 1980, various paging.

Access: Mfiche Hard Copy

Price: 5.00 (Hard Copy); Free (Mfiche)

Descriptors: Course Evaluation; Employer Attitudes; Questionnaires; Student Attitudes; Technicians; Technology

Identifiers: Dye Chemistry

Abstract: The stated objectives of the audit were to: provide basic information on students undertaking Middle Level Applied Science courses; ascertain employer knowledge of: Applied Science Certificate courses available; content of Certificate courses; the methodology of developing courses and the opportunity for employer input; employers', graduate students' and current students' opinions regarding: students' ability to cope with courses; relevance of course content to industry needs; method of course delivery; to review the accessibility of existing venues and projected venues, with particular regard to the TAFE Development Strategy; to determine the extent of the need for additional retraining, refresher and short courses; ascertain recognition of Applied Sciences Certificate courses by appropriate wage fixing bodies and professional or para professional bodies and professional institutes.

The process of construction and administration of the questionnaires is covered. The analysis of the questionnaires is also summarized. A summary report is also available.

TD 543
State Clearinghouse: VIC 4·16

Victoria. Education Dept. TAFE Services
TAFE Services and the introduction of the Instructional Systems Model for vocational education. Melbourne: 1982, various paging.

Access: Mfiche Hard Copy

Price: 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Curriculum Development; Instructional Systems; Systems Approach

Abstract: The aim of this study was to: follow the history of the curriculum strategy adopted by TAFE Services since June 1977; document the significant events that have surrounded the adoption of the systems model; investigate the strategies used to implement the model and evaluate the effectiveness of the strategy; identify, where relevant, the political framework and policy decisions that have affected TAFE Services' operation; determine the role of the curriculum strategy in deciding the direction TAFE Services would go and its future directions; investigate the relationship between TAFE Services and TAFE colleges and the effect this has had on the implementation of the systems model.

The document also includes lists of: completed projects; a chronological bibliography of reports; publications and papers; minutes and miscellaneous papers; people who provided information; residential seminars conducted by TAFE Services; the role of the Advisory Committee, etc.

TD 544
State Clearinghouse: VIC 4·18

Greenspan K; Macdonald C
Evaluation of plumbing syllabus 32CDA. Victoria, Melbourne: TAFE Board, TAFE Services, 1981, various paging.
ISBN 0 7241 3665 7

Access: Mfiche Hard Copy

Price: 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Course Evaluation; Employer Attitudes; Plumbing; Student Attitudes; Teacher Attitudes

Identifiers: Block Release; Instructional Systems Model

Abstract: The evaluation of the introduction of the systems model in Stage 1 of the Plumbing Course comprised the following aims: a relative comparison of the effectiveness of the new syllabus compared to the existing syllabus; the effectiveness of the learning packages in the trialling course; the major difficulties of teachers in the trialling course; the suitability of resources in the trialling schools, to teach the new syllabus; to assess the strengths of the course from the students' point of view; and to assess the strengths of the course from the teachers' point of view.

The overall conclusion is that if implemented effectively, the systems approach offers greater satisfaction to students and staff, and allows for greater productivity at an earlier stage of the apprenticeship. There are also indications of improved work-related behaviour, such as initiative and self responsibility on the part of the system apprentices. However, results of this evaluation suggest that the problems experienced by staff in the four pilot schools might well be magnified when the system is introduced throughout the State, unless more appropriate strategies for implementation are introduced and unless funding and facilities are at least adequate. This evaluation is accompanied by an addendum.

TD 545
State Clearinghouse: VIC 4·19

Foster G
Work study occupational analysis. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 60p.
ISBN 0 7241 2888 3

Access: Mfiche Hard Copy

Price: 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Human Factors Engineering; Job Analysis; Organizational Development

Identifiers: Industrial Engineering

Abstract: During 1979-80, a research project was carried out by TAFE Services to determine the training requirements for persons undertaking the Certificte of Business Studies (Work Study). The study was the first step in application of the Instructional Systems Model for Vocational Education to work study training.

The aim of the project was to find out what duties and tasks are being carried out by work study officers in organizations using work study techniques, and also to determine what these organizations expected of TAFE work study courses. The next step in the exercise will be to revise the courses and develop learning units. This report covers the summary of the survey results.

TD 546
State Clearinghouse: VIC 4·20

State Council for Technical Education
State Council for Technical Education: final report. Melbourne: 1980, 58p.

Access: Mfiche Hard Copy

Price 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Educational Planning; State Boards of Education; Technicians; TAFE

Abstract: The report focuses on each element of the Council's responsibilities, and is descriptive of the membership, projects, responsibilities, issues and recent formulation of the several sub-committees which have been established by the Council. The sections are: TAFE priorities; curriculum facilities; human resources; finance; computing; recognitions of qualifications; public relations.

Throughout this report specific criticisms are made of some administrative and organizational arrangements. Solutions to these problems will not always be easy to find. Accordingly, a document entitled Future Organizational and Administrative Arrangement for TAFE (Appendix A) has been appended. This document was written in late 1979 and contains a set of principles which have cogency today.

TD 547
State Clearinghouse: VIC 4·21

Brown D W
Job satisfaction of middle managers of instructional services at post secondary vocational institutions in Wisconsin. Wisconsin USA: University of Wisconsin: Madison, 1981, 137p.

Access: Mfiche Hard Copy

Price 4.00 (Hard Copy); Free (Mfiche)

Descriptors: Educational Administration; Evaluation Methods; Job Satisfaction; Middle Management

Identifiers: Job Description Index (JDI)

Abstract: The study sought to illuminate aspects of the job which were associated with the satisfaction of instructional middle managers in post secondary vocational institutions in Wisconsin. More specifically, the study sought to measure their job satisfaction and to identify any significant relationships between this dependent variable and any of 15 independent variables. The independent variables used included: sex, age, educational level, tenure in present position, length of middle management experience, pay, average weekly work hours, organisational size, personnel responsibilities, extent of professional interaction with non-educators and help received from in-house training.

A multiple regression statistical technique was used to test which of the independent variables were significantly related to job satisfaction. Respondents rated the most satisfying aspects of their job as: interpersonal relationships, curriculum responsibilities, student related involvement, challenge and opportunities and authority and prestige. The least satisfying aspects were: routine administration, organisational policy, time demands, budget restraints, and interpersonal relationships.

TD 548
State Clearinghouse: VIC 4·22

Greagg L
Women's programs begin at CIT: the first three WIG programs 1977-79: Objective data, subjective impressions and the story of the research. Caulfield East, Vic: Caulfield Institute of Technology, 1981, 99p. including 40p. appendix.
ISBN 0 9091 7637 X

Access: Mfiche Hard Copy

Price: 3.00 (Hard Copy); Free (Mfiche)

Descriptors: Access To Education; Educationally Disadvantaged; Individual Development; Surveys; Womens Education

Abstract: This is an account of the introduction and development of Women's Access Programs in the TAFE Division of a multilevel CAE in Victoria. It provides information about course content, research data on the participants in a wide variety of courses offered in 1979. Details of this last survey, procedures and difficulties are given together with complete results. Objective data consist of women's ages, marital status, family sizes and ages, past educational

experience, past and present employment experience, willingness to leave school, future hopes and ambitions and perceived barriers to study.

Contains data for each of three years derived from mail surveys. (26 tables for 1979), 15 recommendations, many direct quotes from women participants and 40 page appendix of research instruments, course brochures and sample questionnaires.

TD 549
State Clearinghouse: VIC 4·25

Trippett Allan and Associates
Occupational survey of the radio electronics trade: final report. Victoria, Melbourne: Education Dept, TAFE Services, 1981, various paging.
ISBN 0 7241 3857 9

Access: Mfiche Hard Copy

Price: 10.00 (Hard Copy); Free (Mfiche)

Descriptors: Electronic Technicians; Occupational Information; Occupational Surveys; Radio

Abstract: This report is in four volumes: (1) Final report by Trippett Allan and Associates Pty. Ltd. comprising background information, methodology, survey details, summaries and an addendum on the impact of high technology; (2) Computer printout of the mailout survey; (3) Computer printout of the interview survey; (4) Supplementary computer printout of cluster trends in tools and equipment used by job incumbents, type of work and post training qualifications.

In October 1980, TAFE Services engaged a group of sixteen skilled, experienced tradesmen from eight identified branches of the radio and electronics trade to provide an inventory of: job identification; personal skills; duties and tasks; job conditions; and emerging technology. The identified branches were: audio; broadcasting; communication (manufacturing); government/general; industrial/digital; medical; radio/TV; scientific instruments. The report provides the data essential for determination of a revised course structure and syllabus design.

TD 550
State Clearinghouse: VIC 4·28

Pinchen S
Footscray Women's Learning House: an evaluation. Preston Institute of Technology, Preston Vic: School of Social Work, 1980, 48p.

Access: Mfiche Hard Copy

Price: 1.50 (Hard Copy); Free (Mfiche)

Descriptors: Access To Education; Individual Development; Program Evaluation; Womens Education

Abstract: This document examines some aspects of the Footscray Women's Learning House. The results, conclusions, and recommendations reflect in part the constraints of both the student role and major time limitations; i.e. the study is essentially descriptive and selective.

A major conclusion from the study, which included an examination of normative and expressed needs, suggests the need for a combined welfare and education orientation in F.W.L.H.'s service provision. This dual focus is reflected in both the goals of the Footscray Women's Learning Group consitution and the practising goals of key administrators and teachers in the house.

The internal and external recommendations made on the basis of the study reflect this focus and suggest possible action areas for development of this orientation.

TD 551
State Clearinghouse: VIC 4·30

Walker L J; Kefford M A
Report on the validation of the Duty/Task Inventory (D.T.I.) for the proposed Technician Certificate: Plumbing. Melbourne: 1981, 64p.

Access: Mfiche Hard Copy

Price: 2.00 (Hard Copy); Free (Mfiche)

Descriptors: Curriculum Development; Occupational Information; Refrigeration Mechanics; Task Analysis

Abstract: This report is based on comments made about the proposed Technician Certificate Plumbing (Heating, Ventilation and Air Conditioning) Duty - Task document. The comments were obtained from eight employer organisations in the heating ventilating and air conditioning industry. Enclosed with this report is a copy of the Duty - Task document which shows the tally of the Yes/No responses. The results of a questionnaire are also enclosed.

Recommendations include: implementation of the next stage of development. This would entail the writing of the performance objectives, conditions and standards document. It would be desirable to carry out this work during the early part of 1982, as well as trialling of the new syllabus in 1983. Consideration should be given to conducting units of the course in regional colleges; and the preparation of correspondence units for the core units in the course.

TD 552
State Clearinghouse: VIC 4-31

Victoria. Education Dept. TAFE Services
Certificate of Applied Social Science (Child Care Studies) Code 21KFA: curriculum. Melbourne: 1981, 293p.
ISBN 0 7241 3825 0

Access: Mfiche Hard Copy

Price: 10.00 (Hard Copy); Free (Mfiche)

Descriptors: Child Caregivers; Child Care Occupations; Course Descriptions; Teaching Guides

Abstract: This document provides a revised course outline, syllabus documentation and additional materials for a certificate course in Child Care Studies. Child care involves the total care of the child, including planned learning activities to foster development and learning of children in children's services programs in the following areas: day care; maternity units; kindergartens; private homes; residential care; family day care; occasional care / play groups; hospitals etc. for children 0-6 years.

The curriculum is accompanied by the submission to the Curriculum Committee of the Technical and Further Education Board for the accreditation of the revised syllabus.

TD 553
State Clearinghouse: VIC 4-33

Greagg L
The Whitehorse Women a year later: objective data and subjective impressions. Box Hill Vic: Whitehorse Technical College, 1978, 13p.

Access: Mfiche Hard Copy

Price: Free (Hard Copy and Mfiche)

Descriptors: Access To Education; Individual Development; Program Evaluation; Womens Education

Abstract: In 1977 Women's Access Programs were run at Whitehorse Technical College, Box Hill, Victoria. These programs comprised a blend of information given on job hunting skills and aspects of returning to study with personal development and human relations training. In October and November 1978, the participants in these programs were surveyed by telephone and asked for background information about themselves, indications of their activities since participating in the program and their hopes for the future: 42 of the 47 women whose addresses were known were interviewed.

The survey gives demographic details and other objective data about the participants and their plans, together with quotations from the women's comments, subjective evaluation of their situations and recommendations for future programs. This report is a follow up of work described in Noise of Dreams by Anita MacCallum and Don McKenzie.

TD 554
State Clearinghouse: VIC 4-34

Baird J
Whitehorse Transition Programme: evaluation 1981 update. Melbourne: Whitehorse College of Technical and Further Education, 1981, various paging.

Access: Mfiche Hard Copy

Price 1.50 (Hard Copy); Free (Mfiche)

Descriptors: Office Occupations; Program Evaluation; Skill Development; Transition Education; Work Experience Programs

Abstract: To provide unemployed youth with the education and practical skills which would equip them for positions in the workforce, the clerical and retail areas were used as the reference industries. These skills are also appropriate for a number of other industries e.g. travel, advertising, hospitality, computer industries etc.

The program developed personal and social skills as well as job skills during the on-going 40 week period. Trainees were able to join the course during the 40 week program as vacancies occurred. Trainees benefited from mastering the practical skills, which in turn boosted their confidence and enabled them to become suitable interviewees for jobs.

The course is designed in block form to enable students to enter the course at different times. Trainees obtained positions in the following occupations: sales; clerical; public service; travel; advertising; hospitality; computers; telephonist; receptionist; food preparation and service; health services.

TD 555
State Clearinghouse: SA 4-15

Snewin D G
College based staff development for business studies personnel at the South Australian Department of Further Education. Adelaide: 1981, 184p. Submitted for Degree of M. of Educational Administration New England University.

Access: Mfiche

Price: Free

Descriptors: Inservice Education; Occupational Updating; Staff Development; TAFE Teachers

Identifiers: Educational Leave

Abstract: The aim of the study was to examine staff development activities currently operating in Schools of Business Studies to determine their effectiveness for the perceived needs of Business Studies lecturers.

Staff development, its nature, scope, content, form and structure was examined. Data from the survey instrument indicated that very few Business Studies lecturing staff were pursuing tertiary studies of any kind, whilst the provision at college or system level of skills updating courses was virtually non existent. Respondents perceived such technical and specialist skills updating as a major requirement of staff development.

Respondents felt that greater encouragement and assistance could be provided regarding industrial leave, outside projects, consultancy, staff exchange and study assistance. Half of the respondents regarded promotion as a major career factor.

TD 556
State Clearinghouse: NT 4·1

Parkinson K J
Consultants report on corporate plan for TAFE in the Northern Territory. Northern Territory, Darwin: Dept of Education, 1982, 23p.

Access: Interlib

Price: Free

Descriptors: Master Plans; Policy Formation; Post School Education

Identifiers: Corporate Planning

Abstract: This report results from a brief consultancy in the Northern Territory, outlining elements of a corporate plan for TAFE in the Territory and raising questions seen as being in need for resolution in the development of such a plan.

TD 557
State Clearinghouse: WA 4·1
Welding: farm machinery repair, Marribank. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 6p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Welding; Skill Development

Identifiers: Australian Aboriginal Education

Abstract: Concern at the number of unemployed Aboriginal youths in Katanning led to an approach to Technical Education Division Aboriginal Access to conduct training programs relevant to farming. It was felt that this would make them more employable in the district.

A 2 week course was held to provide experience in the basic skills necessary for the efficient and safe operation, maintenance and minor repairs of general farm machinery.

TD 558
State Clearinghouse: WA 4·2

Cook L; Pyke L H
A proposal for an institute of community care studies. Western Australia, Perth: Education Dept, Technical Education Division, 1981, 8p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Child Care Occupations; Community Services; Occupational Courses

Abstract: This report examines the current course offerings for training in the community services industry. It proposes the co - ordination of courses in child care, welfare studies, information services, and training for the handicapped, into a Department of Community Care Studies. The proposed reorganisation envisages the establishment of an Institute of Community Care Studies in Western Australia.

TD 559
State Clearinghouse: WA 4·3

Henderson JC
TAFE, planned change, and college renewal. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 19p.

Access: Mfiche Hard Copy Interlib

Price: Free

Series: (Staff development discussion paper, n.1)

Descriptors: Change Strategies; Organizational Change; Staff Development; TAFE Colleges

Abstract: This paper explains the concept of college renewal, a program used by the Staff Development Section of TAFE in Western Australia as a means of applying the principles of organisational development to Colleges, or sections of Colleges.

Problems the program seeks to overcome include: low morale, poor communication, unresolved interpersonal conflicts, inadequate problem solving and decision making techniques, and directionless policy. It does this by looking at the total group, rather than at individual members within it.

TD 560
State Clearinghouse: WA 4·4

Edmunds G
Management development for TAFE College administrators in Western Australia. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 41p, appendices.

Access: Mfiche Hard Copy Interlib

Price: Free

Series: (Staff development discussion paper n.2)

Descriptors: College Administration; Management Development; Staff Development; TAFE Colleges

Abstract: This discussion paper was proposed with the aim of developing a policy on a contribution towards administrator inservice training.

The paper documents current thinking within the Staff Development Section, and is divided into 4 sections: a resume of the inservice administrator training programs that have been offered; administrator training needs; a description of an ideal model of an inservice Competency Based Administrator Education program; and the steps in implementing such a program.

TD 561
State Clearinghouse: WA 4·5

Henderson J C
College renewal: the Carlisle experience. Western Australia, Perth: Education Dept, Technical Education Div, 1982, 11p.

Access: Mfiche Hard Copy Interlib

Price: Free

Series: (Staff development discussion paper n.3)

Descriptors: Change Strategies; Organizational Change; Organizational Development; Staff Development; TAFE Colleges

Abstract: College renewal is an approach which has been used by the Staff Development Section of TAFE in Western Australia as a means of developing sections of colleges, of changing their behaviour and the way in which they perform.

Problems the program seeks to overcome include low morale, poor communication, unresolved interpersonal conflicts, inadequate problem solving and decision making techniques, and directionless policy. It does this by looking at the total college and its operation, rather than at the individual members within it.

This paper examines what happened at Carlisle Technical College, one of the TAFE Colleges which has undergone the process.

TD 562
State Clearinghouse: WA 4·6

Henderson J C; Warnock R
Technological updating / retraining needs of TAFE personnel in Western Australia. Western Australia, Perth: Education Dept, Technical Education Div, 1982, 58p.

Access: Mfiche Hard Copy Interlib

Price: Free

Series: (Staff development discussion paper n.4)

Descriptors: Inservice Education; Occupational Updating; Staff Development; Technological Advancement

Abstract: This report examines the findings of the technological updating / retraining survey, conducted in 1981. The data which form the basis of the study were obtained by analysing self support questionnaires from Technical Education Division teaching staff; change within each study area, as perceived by Heads of Departments; and, finally, interviews with representatives from industry and commerce.

The report then examines the implications for staff development in TAFE, Western Australia, and updating requirements for the next three years.

TD 563
State Clearinghouse: WA 4·7

Tomkinson D E; Pyke L H
Innovations for courses in sheetmetal work. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 18p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Course Content; Occupational Updating; Sheetmetal Work; Sheetmetal Workers

Abstract: This paper was presented to the National Sheetmetal Conference, held in Melbourne in July 1981. It describes the project which was undertaken to upgrade sheetmetal training in Western Australia. A survey of the sheetmetal industry was designed, using a questionnaire and personal interviews in 20 major firms. This was followed by a joint seminar of TAFE with industry, at which industry training requirements were examined.

As a result, a new course design was undertaken to reduce the apprenticeship term, and to develop short courses for retraining. Staff development courses to keep staff fully informed were also considered important.

TD 564
State Clearinghouse: WA 4-8

Isherwood J W
Report on the Carpentry and Joinery Industrial Seminar, April 1981. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 28p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Building Trades; Change Strategies; Curriculum Development

Identifiers: Carpentry and Joinery

Abstract: This report outlines the proceedings of the joint TAFE - Industry Seminar, held at the Carine Technical College.

Industry representatives expressed the needs and expectations for the future; and strategies were planned to adapt TAFE courses to these needs. Progress on the curriculum and syllabus review based on the National Carpentry and Joinery Vocational Survey was reported, with developments in both Western Australia and other States described. Lecturers discussed assessment and examination procedures, and the resources needed for improving teaching techniques.

TD 565
State Clearinghouse: WA 4-9

Anderson R R
Communication with printing industry. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 23p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Curriculum Evaluation; Graphic Arts; Printing

Identifiers: Block Release

Abstract: This reports the steps undertaken to establish liaison and communication between Perth Technical College's Department of Printing, and industry organisations associated with the graphic arts. The aim was to determine industry needs and to update training programs.

As a result, redundant and obsolete material was dropped from syllabi to make training more relevant to industry. It was also found that equipment used at the college was satisfactory, and that the block release scheme was generally accepted. The report recommends an investigation into the establishment of a pre apprenticeship scheme.

TD 566
State Clearinghouse: WA 4-10

Plumbing course: Bidyadanga Community, La Grange. Western Australia, Perth: Education Dept, Technical Education Div, 1981, 5p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Plumbing; Skill Development

Identifiers: Australian Aboriginal Education

Abstract: The Bidyadanga community, 200km from Broome, have been involved in a house construction program financed by the Department of Aboriginal Affairs.

The need for plumbing skills for both construction and maintenance of the buildings led the Bidyadanga Aboriginal Council to approach the TAFE Regional Officer, seeking assistance to train community members in the skills of plumbing and drainage. The course, conducted by an Aboriginal Access instructor, was of 4 weeks' duration, and was attended by 6 men for 7 hours per day.

TD 567
State Clearinghouse: WA 4-11

Saddlery course: Mugarinya Committee, Yandeyarra Station, via Port Hedland. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 4p.

Access: Mfiche Hard Copy Interlib

Price: Free

Identifiers: Australian Aboriginal Education; Saddlery

Abstract: Yandeyarra Aboriginal Reserve and station is a million acre property, with up to 10,000 head of cattle and 200 horses.

Assistance was sought from Technical Education Division Aboriginal Access to organise a training program in saddlery to teach the stockmen to maintain and care for the community's saddles. The on site course lasted 3 weeks and was attended by 8 Yandeyarra men for 8 hours per day. Trainees were taught maintenance and repair of saddles, and how to make horse breaking gear.

TD 568
State Clearinghouse: WA 4-12

Building maintenance course: Jigalong. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 3p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Building Trades; Plumbing

Identifiers: Australian Aboriginal Education; Carpentry

Abstract: Jigalong is an Aboriginal community situated 160 km east of Newman. A building program financed by the Department for Aboriginal Affairs is providing housing, but the need for continuing maintenance and the remoteness of the community created the need for local tradesmen. The Jigalong Council therefore approached the Technical Education Division for a training course in building maintenance. The on site course was of 4 weeks' duration, and was attended by 6 Jigalong men for 7 hours a day. Carpentry, plumbing and drainage, welding, and the safe handling and maintenance of tools and equipment were taught.

TD 569
State Clearinghouse: WA 4·13
Artifact making course: Onslow. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 4p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Handicrafts

Identifiers: Australian Aboriginal Education

Abstract: Onslow is a coastal town and a thriving tourist centre. One group of men from the Aboriginal community were attempting to supplement their income by making artifacts for sale to tourists, but more training in these skills was needed to build a viable cottage industry.

An experienced traditional artifact maker was engaged by the Technical Education Division to teach the craft in a full time 4 week course, which was attended by 10 students. The course was extremely successful. The report recommends that a further series of courses be held to enable proficiency in the crafts, and that the variety of skills taught be extended.

TD 570
State Clearinghouse: WA 4·14
Brown S; Fitzpatrick J
Girls, boys and subject choice: a report on sex differences in participation rates in subjects in Western Australian Government secondary schools. Western Australia, Perth: Education Dept, Research Branch, 1981, 50p.

Access: Mfiche Hard Copy Interlib

Price: Free

Series: (Discussion paper n.11)

Descriptors: Career Choice; Secondary School Students; Sex Stereotypes

Identifiers: Subject Choice

Abstract: This publication reports a statistical examination of subject choices of boys and girls in the Government secondary school system of Western Australia. The report indicates that most areas in schools in which choice is possible demonstrate marked sex differences. From Years 8 to 10 in secondary schools, girls tend to choose art and craft, home economics, secretarial, cultural and language areas. Boys tend to choose manual arts, technological, science or mathematical subjects. The advent of terminal Year 11 courses has tended to increase the degree of sex based differentiation, since these courses seem to attract either boys, or girls, but not both. Some differences from school to school, however, suggest that school policies can make a difference.

TD 571
State Clearinghouse: WA 4·15
Driver training (special TAFE course for aborigines): Northam, August 1981. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 9p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Driver Education

Identifiers: Adult Aboriginal Education

Abstract: A large percentage of Aboriginal people are without driving licences, as their literacy skills fall below levels required to pass the written theoretical examination. Others either lack the confidence or do not have access to a car or a proficient teacher.

This course aimed at minimizing these difficulties by: (1) use of a concrete aid, the Driving Kit, both for instructural and testing purposes; (2) learning in a dual control vehicle; and (3) having an Aboriginal instructor. The course ran for 10 days, and consisted of both a theoretical and a practical component. The organisation and operation of the course, and the problems encountered are described in the report.

TD 572
State Clearinghouse: WA 4·16
Building maintenance course: Beagle Bay. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 4p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Building Trades

Identifiers: Australian Aboriginal Education

Abstract: Beagle Bay is the site of an Aboriginal settlement, 120 km north of Broome. Because of its isolation, most of the activities requiring tradesmen must be performed by local men.

For training in building skills so that repairs could be made to older houses, assistance was provided by TAFE Aboriginal Access. An on site course of 6 weeks' duration was attended by 8 residents. The report outlines the skills and building techniques that were taught to enable the Aborigines to upgrade their buildings at Beagle Bay.

TD 573
State Clearinghouse: WA 4·17
Building maintenance course: Lombardina. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 5p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Building Trades; Plumbing

Identifiers: Australian Aboriginal Education

Abstract: Lombardina is the site of an Aboriginal cattle station, 200km north of Broome.

Most activities requiring tradesmen are performed by local men, due to the remoteness of the community. To enable them to upgrade old buildings, Aboriginal Access was approached to provide training in building maintenance. The 8 week on site course was divided into two sections. The first section convered building maintenance and concentrated on the renovation of two buildings. The second section taught basic plumbing skills so that repairs could be made to existing plumbing and drainage systems.

TD 574
State Clearinghouse: WA 4·18
Pilbara region pottery workshop: Roebourne and Onslow. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 7p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Ceramics

Identifiers: Australian Aboriginal Education; Pottery

Abstract: Aboriginal potters in the Pilbara towns of Roebourne and Onslow requested Technical Education Division's Aboriginal Access to hold intensive pottery classes. It was hoped that an improvement in the quality of their ceramic work would help them tap the tourist market. A two day workshop was consequently held in each town. The content of the course is outlined in the report. As a result of the courses, there has been a resurgence of interest in cottage industries.

TD 575
State Clearinghouse: WA 4·19
Catering course: Aboriginal Hostels Ltd staff, Carine Senior High School, 11 to 15th May 1981. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 12p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Cooking Instruction; Food Service

Identifiers: Australian Aboriginal Education; Catering

Abstract: This report describes a one week course in catering designed for cooks employed by Aboriginal Hostels Ltd. Aboriginal Hostels have, in the past few years, been purchasing, developing and staffing hostels in a number of centres in Western Australia. However, the policy of employing local aborigines to staff these hostels meant that many cooks employed did not have the necessary experience. Technical Education Division's Aboriginal Access was approached, and a program was designed to teach both the principles of budgeting, and how to prepare and serve nutritious meals.

TD 576
State Clearinghouse: WA 4·20
Welding: Lombardina. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 5p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Welding

Identifiers: Australian Aboriginal Education

Abstract: Lombardina is an Aboriginal mission 210km from Broome. Because of its remoteness, most activities requiring tradesmen are performed by local men. An increased role of welding in maintenance and construction led to an urgent need for the improvement in welding skills.

Technical Education Division Aboriginal Access conducted a 1 week on site course which was attended by 8 residents. Scrap metal was used for demonstrations and for trainee practice. Then trainees utilized their welding skills on cattle crates, gates and repairs to plant machinery.

TD 577
State Clearinghouse: WA 4-21
Butchering in Aboriginal communities. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 11p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Food Processing Occupations

Identifiers: Australian Aboriginal Education; Butchering

Abstract: Many Aboriginal communities in the North - West have their own livestock to supply the meat needs of the community. Some are expanding their operations and are supplying other communities as a service and as a commercial enterprise.

This butchering course was conducted in response to requests to Technical Education Division Aboriginal Access, to service 3 communities near Broome. The teaching aims of the course were: (1) to clean and bleed cattle, sheep and pigs; (2) quartering a carcase; (3) to produce attractive cuts of meat; (4) hygiene in the handling of meat.

TD 578
State Clearinghouse: WA 4-22
Elementary automobile principle courses conducted in the Pilbara and Kimberley regions. Western Australia, Perth: Education Dept, Technical Education Div, Aboriginal Access, 1981, 6p.

Access: Mfiche Hard Copy Interlib

Price: Free

Descriptors: Auto Mechanics

Identifiers: Australian Aboriginal Education; Automotive Maintenance

Abstract: The Technical Education Division Aboriginal Access program is inundated with requests for courses in motor vehicle maintenance from every Aboriginal community in the State. In 1981, therefore, courses were planned for 7 centres in the Pilbara and Kimberley regions. A 5 day course was held at each centre. The aims were: (1) to develop a basic understanding of motor maintenance, be able to find faults and diagnose trouble; (2) to teach skills in the use of tools, workshop practice, and safety procedures.

TD 579
State Clearinghouse: ACT 4-1
Staff Development Advisory Committee
The formal preparation of TAFE teachers in Australia. Australia, Canberra: Tertiary Education Commission, 1978, 159p.

Access: Interlib

Price: Free

Descriptors: TAFE Teachers; Teacher Education; Teacher Education Programs

Abstract: This report discusses policies and practices in the formal preparation of TAFE teachers. It was prepared to promote comment and discussion, assisting the Tertiary Education Commission in its recommendations to Government on appropriate actions to stimulate the balanced development of TAFE teacher preparation in Australia. Information was collected through visits by the Committee to each State, a questionnaire survey of full time TAFE teachers, and an investigation of teacher education curricula by an overseas expert.

The major conclusions and recommendations of the report relate to: the basic structure of TAFE teacher preparation programs; awards in TAFE teacher education; study release arrangements; resources for TAFE teacher preparation; obligations of TAFE authorities; relevance of course work; the need for national initiatives.

TD 580
State Clearinghouse: ACT 4-2
Brown R B
Brief history of the Canberra Technical College. Australia, Canberra: Dept of Education, Office of ACT Further Education, 1981, 20p.
ISBN 0 6428 9500 7
ISSN 0156-2816

Access: Hard Copy

Price: Free

Series: (Occasional papers n.14)

Descriptors: TAFE Colleges; College Administration; Educational Development; Educational History

Abstract: This occasional paper is a copy of an address submitted by the (then) principal of Canberra Technical College in the Commonwealth Jubilee Year on the occasion of the Annual Presentation of Prizes, in

the Albert Hall, on September 19 1951. It provides an outline of the foundation and history of the College from its beginning to the Jubilee Year, covering such aspects as teaching and administrative staff, the early foundation years (1925-32), the Depression Period (1932-37), the War and Post War periods.

TD 581
State Clearinghouse: ACT 4-3

Ducker C H (ed); Brown R B (ed); Bradley W K (ed); Moore M V (ed)
ACT papers in technical and further education. Canberra College of Advanced Education, Canberra: School of Education, 1982, 120p.
ISSN 0726-4763

Access: Hard Copy

Price: 2.50

Series: (n.1)

Descriptors: Adult Education; TAFE

Abstract: This is the first volume of ACT papers in TAFE. The publication was initially prompted by those staff in the Canberra College of Advanced Education's Department of Adult Learning and Teaching who are particularly involved in the training of TAFE teachers. It seemed that much valuable research work done by TAFE teachers had no adequate public forum. Further, it seemed that the vast knowledge and experience of ACT TAFE held by members of the TAFE teaching service was in danger of simply disappearing for want of a suitable publication through which it might be broadcast and preserved. Thus the volume has collected a range of 15 articles under the general areas of (1) curriculum, (2) assessment, (3) adult learning and (4) teaching conditions. In future volumes it is hoped to expand this range to include other areas of adult education.

TD 582
State Clearinghouse: ACT 4-4

School to Work Transition Program Co-ordinating Committee
Second report of the ACT School to Work Transition Program Co - ordinating Committee. Australia, Canberra: Dept of Education, 1982, 45p.

Access: Hard Copy

Price: Free

Series (Report n.2)

Descriptors: Educational Resources; Secondary Education; TAFE: Transition Education

Abstract: This report is the second annual report of the ACT School to Work Transition Program Co - ordinating Committee. It is based on separate reports prepared by the ACT Schools Authority, the Office of ACT Further Education and the Catholic Education Office.

The report outlines the objectives and nature of the 1981 Transition Program in the ACT. It concludes that satisfactory progress continued to be made in the program during 1981. Statistical tables are given showing numbers of program participants. The Committee intends to report annually during the five years of the program.

TD 583
State Clearinghouse: ACT 4-5

Australia. Dept of Education
Education facilities in the ACT, 1982-83. Canberra: Australian Government Publishing Service, 1982, 41p.
ISSN 0313-6140

Access: Hard Copy

Price: Free

Descriptors: Educational Facilities; Educational Resources; TAFE Colleges

Abstract: The booklet provides a comprehensive outline of educational facilities in the Australian Capital Territory at all educational levels. Included is a chapter on further education with reference to Canberra's three TAFE colleges, Canberra School of Art, and Canberra School of Music, as well as details of apprenticeship training, Work Preparation Program for unemployed youth, adult migrant education and community education. The book also includes term and semester dates and TAFE programs of study in the ACT.

TD 584
State Clearinghouse: ACT 4-8

Australia. Office of ACT Further Education
Link '82. Australia, Canberra: Dept of Education, 1982, 4p.

Access: Hard Copy

Price: Free

Descriptors: Adult Education; Adult Programs; TAFE Courses

Abstract: The Learning Information Network (LINK) provides general information on the range of further education courses and classes available for adults in the ACT and Queanbeyan, NSW.

The supplement lists vocational and non vocational courses offered by the ACT TAFE Colleges and the Schools of Art and Music, leisure and hobby courses offered by a further 80 educational and community organisations, and formal courses offered by the Australian National University and the Canberra College of Advanced Education.

TD 585
State Clearinghouse: ACT 4·9

Bowes J
Transition education programs in the ACT: issues of policy and research. Australia, Canberra: Dept of Education, 1981, 66p.

Access: Hard Copy

Price Free

Descriptors: Educational Policy; TAFE Courses; Transition Education

Abstract: An interview survey of transition education activities was conducted in 25 per cent of secondary and TAFE institutions in the ACT. Interview results indicated a high level of activity in transition education in most institutions, whether or not they were in receipt of funding from the Commonwealth Transition Program. The policy issues outlined in the report are: long term future of transition education; age restrictions in the Commonwealth Transition Program; provision for special at risk groups; student allowances and transition courses; non-school educational alternatives; and dissemination of information about transition education. The research issues outlined are: comprehensive external evaluation of current transition program courses; identification of students at risk; curriculum issues; and transition education and outside groups.

TD 586
State Clearinghouse: ACT 4·13

Hudson H H
Cost analysis of a proposed pre apprenticeship electrical trade program. Canberra: Bruce TAFE College, 1981, 178p.

Access: Mfiche

Price: Free

Descriptors: Apprenticeships; Cost Effectiveness; Electrical Occupations; TAFE Courses; Trade Programs

Abstract: The paper is a field study report submitted to the Canberra College of Advanced Education in partial fulfilment of the requirements for a Master of Education degree. The study examined the cost of training electrical apprentices in the ACT and compares this with the cost and education / training benefits of a proposed pre apprenticeship electrical trade program.

TD 587
State Clearinghouse: ACT 4·16

Woden College of Technical and Further Education
Automotive painting. Canberra: 1982, 93p.

Access: Hard Copy

Price: Free

Descriptors: Auto Body Repairers; Course Descriptions; Curriculum Development; Curriculum Guides; Instructional Materials

Abstract: This course is accredited at Trade Award Level for offering at Woden TAFE College. The syllabus document covers aspects of the course relating to level of award, aims and objectives, entry requirements, course structure, class size, review and evaluation, student assessment, staffing, prescribed texts and facility requirements.

TD 588
State Clearinghouse: ACT 4·17

Woden College of Technical and Further Education
Advanced colour matching. Canberra: 1982, 37p.

Access: Hard Copy

Price: Free

Descriptors: Auto Body Repairers; Course Descriptions; Curriculum Development; Curriculum Guides; Instructional Materials

Abstract: Accredited at Course Award level by the ACT Further Education Accreditation Committee, the course is offered at Woden TAFE College. The syllabus document covers aspects of the post trade course relating to the grounds for the level of the award, aims of the program of study, structure and outline of the course, entry requirements, sequential arrangement of subjects, reviews and evaluation of the course and general syllabus content.

TD 589
State Clearinghouse: ACT 4·22

Woden College of Technical and Further Education
Garment assembly. Canberra: 1982, 43p.

Access: Hard Copy

Price: Free

Descriptors: Clothing Design; Course Content; Curriculum Development; Curriculum Guides; Fashion Industry; Instructional Materials

Abstract: A syllabus document covering aspects of the course relating to: level of award; aims and objectives; entry requirements; class size; course structure; review and evaluation; student assessment; prescribed texts; staff and facility requirements. The course is offered at Woden TAFE College and is accredited at the Course Award level.

TD 590
State Clearinghouse: ACT 4·27

Woden College of Technical and Further Education
Pattern designing for the individual. Canberra: 1982, 28p.

Access: Hard Copy

Price: Free

Descriptors: Clothing Design; Course Content; Curriculum Development; Curriculum Guides; Instructional Materials

Abstract: A syllabus document covering aspects of the course relating to level of award, aims and objectives, entry requirements, class size, course structure, review and evaluation, student assessment, prescribed texts, staffing and facility requirements. The course is offered at Woden TAFE College and is accredited at the Course Award level.

TD 591
State Clearinghouse: ACT 4·28

Woden College of Technical and Further Education
Home catering and management. Canberra: 1982, 127p.

Access: Hard Copy

Price: Free

Descriptors: Course Content; Curriculum Development; Curriculum Guides; Home Management; Instructional Materials

Abstract: A syllabus document covering aspects of the course relating to level of award, aims and objectives, entry requirements, class size, course structure, review and evaluation, student assessment, prescribed texts, staffing and facility requirements. The course is offered at Woden TAFE College and is accredited at the Course Award level.

TD 592
State Clearinghouse: ACT 4·31

Ahearn J
Integrity of Welding: convention theme. Canberra: Canberra College of Technical and Further Education, 1982, 57p.

Access: Mfiche

Price: Free

Descriptors: Skilled Occupations; Tradespersons; Welding

Abstract: The report covers a brief summary of the Australia / New Zealand Welding Convention held at the Chateau Regency in Christchurch New Zealand. The report contains a collection of papers presented. Each conference paper is summarized together with personal comments by the author on visits to industry and metal fabrication / welding training centres.

The papers of the convention are divided into six technical sessions and one forum: 1. construction; 2. pipe line and off shore structure; 3. weldability and design; 4. fabrication; 5. welding research; 6. welding development; 7. forum: welders in the eighties: their training and qualifications.

TD 593
State Clearinghouse: ACT 4·32

Australia. Dept of Employment and Industrial Relations. Occupational Assessments Section
Employment prospects by industry and occupation. Canberra: Australian Government Publishing Service, 1982, 270p.
ISSN 0158-7706

Access: Hard Copy

Price: 8.40

Series: (Annual report)

Descriptors: Employment Statistics; Job Analysis; Labour Market; Occupational Information

Abstract: The bulletin describes and analyses current labour market conditions in a wide variety of occupations and industries. Assessments are based on a regular program of occupational and industry research which is conducted mainly by the Department's Regional Offices prior to compilation at Central Office.

The occupation section covers over 200 large recognisable skilled occupations, giving description, workforce, training, and labour market information. The industry section of the book is illustrated with graphs of employment trends by industry, State and sex.

The analyses aim to meet a number of needs such as: training, immigration, vocational guidance, placement and general research.

TD 594
State Clearinghouse: ACT 4·33

Australia. Office of ACT Further Education
1981 annual statistical survey for ACT further education. Australia, Canberra: Dept of Education, 1982, 169p.

Access: Mfiche

Price: Free

Descriptors: Data Collection; Statistical Data; TAFE

Abstract: The document records the statistical returns collected from all institutions in the ACT further education system. This information is collected annually by the Office of ACT Further Education for the Commonwealth Tertiary Education Commission. Statistical information is provided on courses, enrolments, student population, staff and expenditure.

TD 595
State Clearinghouse: ACT 4·34

Australia. Office of ACT Further Education
Compendium of ACT further education statistics 1978 - 1980. Australia, Canberra: Dept of Education, 1982, 31p.

Access: Mfiche

Price: Free

Series: (Compendium n.1)

Descriptors: Statistical Analysis; Statistical Data; TAFE

Abstract: The Compendium of ACT Further Education Statistics provides selected information on the trends in the provision of ACT Further Education services during the 1978 / 1980 triennium. Common definitions relating to Commonwealth Tertiary Education Commission data collection are included in the introductory section of the document.

The statistics relating to the TAFE colleges include course / student enrolments and numbers of teaching staff involved in the provision of (TAFE) Streams 1 to 6 courses, including those for adult migrant education, as well as some (advanced education) UG3 courses. The Schools of Art and Music statistics refer to tertiary / advanced education level courses (UG1, UG2 and UG3) as well as the non tertiary or TAFE level courses in Streams 4 to 6.

TD 596
State Clearinghouse: ACT 4·35

Hewiston M T (ed)
Recurrent education and the teaching role. Australia, Canberra: Education Research and Development Committee, 1982, 249p.
ISBN 0 6440 1788 0

Access: Hard Copy

Price: 12.40

Descriptors: Educational Strategy; Inservice Education; Recurrent Education

Abstract: This book comprises a collection of eleven readings which focus on issues related to the inservice education of teachers, the theme of an ERDC seminar held in November, 1980, at which the papers were presented. Following an introductory paper on the evaluationary nature of the teaching role, Part I explores the changing societal context in which schooling is embedded and Part II investigates the theory and practice of recurrent education in relation to the role of teachers. The philosophy, policies, practices and problems of the TAFE sector are also analysed.

Part III of the book enumerates barriers and constraints presently confronting recurrent teacher education as a framework for examining what needs to be done to increase recognition of and support for recurrent education as a significant component of the teaching role.

TD 597
State Clearinghouse: VIC 4·24

Blair L; Peters L
An investigation of the need for the topics for inclusion in a post basic course in neo - natal nursing for mothercraft nurses. Victoria, Melbourne: Education Dept, TAFE Services, 1980, 38p.
ISBN 0 7241 2013 8

Access: Hard Copy

Price: 1.50

Descriptors: Child Caregivers; Child Care Occupations; Curriculum Development; Occupational Information.

Identifiers: Registered Mothercraft Nurse (RMN)

Abstract: The purpose of the study was two fold. Firstly, to identify if a need existed for a course in neo-natal nursing for Registered Mothercraft Nurse (RMN) and secondly, to establish topics that might be included if such a course were offered. Staff at a total of 16 hospitals were interviewed face to face once the final questionnaire had been developed. The administrative section was sent to 131 hospitals.

Recommendations were: that a group be formed to consider all factors relating to the introduction of a neo-natal course for RMN; that if a course in neo-natal nursing is offered, a further investigation be conducted to determine background knowledge and skills, attitudes, related knowledge and skills and other factors thought necessary for the successful functioning in employment of a RMN; and that if a course is offered an advisory committee responsible to the Child Care Studies Standing Committee be formed to liaise with the investigator regarding the conduct of the investigation.

TD 598
State Clearinghouse: VIC 4·27

Lee C
The Footscray Women's Learning House: a creative approach to educational access in "the deprived West". Footscray Vic: Footscray Technical College, 1980, 6p.

Access: Hard Copy

Price: Free

Descriptors: Access To Education; Educationally Disadvantaged; Individual Development; Womens Education

Abstract: This paper was presented at the Australian Association of Adult Education Conference, Hawkesbury Agriculture College in September 1980. It gives a brief outline of the program which emphasizes a flexible concept of educational access based on being able to meet people's needs in the most appropriate way. The program focuses first on the women's own personal needs, then on relationships with each other, families and society.

The Footscray Women's Learning Group (F.W.L.G.) is the mainstay of the House's activities. The aims of the progam include the implementation of a model of social development using participatory processes. The model has been adapted to this community education project. It focuses on building up real participation in all the processes at the House. The F.W.L.G. provides a leadership core in this process. These women are involved in roster structure which both administers the House and conducts a support system for new participants.

TD 599
State Clearinghouse: VIC 4·29

Victoria. TAFE Board. TAFE Services
Evaluation of the Master Builders Association of Victoria Carpentry and Joinery Apprenticeship Scheme: consolidated 1980 report. Melbourne: 1981, 28p.
ISBN 0 7241 2622 8

Access: Hard Copy

Price: 1.00

Descriptors: Apprenticeshps; Carpentry and Joinery; Course Evaluation; Skill Development

Identifiers: Block Release; Modules

Abstract: This report is a consolidation of the following 1980 reports: Working Papers 1-3; Interim Reports 1-3; and Interim Evaluations 1-3. This report contains background information on the development of the MBAV Carpentry and Joinery Group Apprenticeship Scheme (GAS), and the conclusions which flowed from the 1980 documents. Emphasis is on the training scheme as implemented at two of the four colleges offering this form of training.

Major findings include: the GAS is seen to have a number of advantages over the traditional mode of apprenticeship; the rate of skills acquisition was satisfactory and in many cases outstanding; group work is a positive innovation and forces apprentices to come to grips with a team approach; a co-ordinator is necessary to minimise the non routine, non teaching component of the scheme; the teacher / student ratio should be reduced to a maximum of one to eight. Full size live work is the best received aspect of the scheme because it provides higher levels of motivation and confidence, enhances conceptual development, provides easier integration of theory and practice. As well, live work training is considered to result in apprentices with more commercially oriented skills and a consequent higher level of productivity.

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